



Accountant
Full-time/Benefits Eligible
Bilingual (English/Spanish) Preferred
Monday - Friday 8:30 am to 5:00 pm
Annual Salary: \$55,000 (not negotiable)*
**Bilingual differential pay available*

PLEASE NOTE: if you are interested in applying for this position, please go to emergecenter.org/employment to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.

Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, ableism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

POSITION OVERVIEW

The accountant will work collaboratively with the Finance Team, under the coordination of the Director of Finance. Responsibilities will be based on team needs, individual strengths, and workload capacity, and will encompass a mix of the following duties: processing journal entries, reconciling general ledger accounts, managing accounts payable, overseeing grant financial management (including accounts receivable, expense tracking, budget projections, and award modifications), cash management, financial reporting, and supporting audits. The accountant will serve as the primary Finance point of contact in the Director of Finance's absence and must manage confidential information responsibly, maintaining discretion and security both during and after employment.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Commits to upholding the agency's mission, vision, community guidelines and values of safety, liberation, responsibility & repair, love, innovation, and joy. We value diversity, inclusion, equity, and belonging in all that we do
- Engage in radical service to, and acceptance of, staff and participants as they are by committing to showing up with integrity and love and encouraging all to use their power to affect change

- Commits to creating and maintaining a safe, equitable, trauma-informed, and healing work environment for all participants and staff members
- Commits to a culture of understanding how our collective actions affect participants' efforts to regain their independence and rebuild their lives
- Assess potential crisis situations responding to, and accurately documenting, in an equity-centered and trauma-informed manner while notifying appropriate personnel as soon as possible
- Follow all protocols and practices of Emerge programs, as well as all city, county, state, and federal rules
- Displays an ability to identify problems and generate a range of solutions utilizing creativity, collaboration, open communication, and critical thinking skills
- Maintains confidentiality of shelter sites and information pertaining to all staff, participants, and visitors.
- Dedicated to personal development, furthering knowledge, services, and approaches to better meet needs of participants and staff
- Strives for innovation incorporating new tools, practices, and mindsets that support relationship building, rest, restoration, and healing; not only for collective liberation but also for our individual wholeness, freedom, and ability to thrive
- Attend all meetings and trainings as required

ESSENTIAL DUTIES

- Organizes and processes invoices, ensuring proper approvals and supporting documentation in compliance with Emerge's Purchasing and Procurement policies
- Generate weekly agency check payments, ensures appropriate distribution, and maintains vendor relationships as the Finance contact
- Monitors and prioritizes requests for financial support for Emerge Participants, ensuring urgent needs are addressed effectively
- Assist in preparing tax documents for vendors
- Organizes and maintains credit card transaction records, ensuring monthly documentation of receipts and approvals
- Processes remote check deposits, manages cash deposits at bank branches when needed, and records deposits in the accounting system with all supporting documentation
- Monitors bank transactions, processes related entries, and reconciles cash accounts with the general ledger monthly to support internal controls and financial audits
- Enters journal entries and other transactions, ensuring compliance with GAAP and Emerge policies.
- Reconciles general ledger accounts as needed
- Serves as the subject matter expert on the financial aspects of assigned grant contracts, ensuring compliance with reporting requirements
- Generates payroll allocation and Employee Related Expense (ERE) reports for monthly grant billing
- Prepares payroll journal entries, allocates expenses to various grants, and ensures alignment with approved budgets
- Prepares monthly grant invoices and supporting documentation, submits for approval, and forwards approved invoices to funders
- Updates expense tracking reports with current-month costs and records invoices in the accounting system
- Research variances in expenditures or allocations in collaboration with the Finance Team
- Propose grant-related budget modifications to the Finance Director and prepare financial data for such modifications

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 3 years of work, professional or life experience (personal), in the following areas

Note: *Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Applicants will be asked to make direct connections between their work/life experience and the required qualifications. We value the added foundation of formal education, however, any years spent in an educational institution will not count directly toward the number of years required/preferred.*

- Working knowledge of accounting principles (GAAP), particularly as they relate to federal grants
- Familiarity with grant award management, including principles of cost allowability and compliance
- Ability to analyze complex financial data and general ledgers to ensure accuracy and reasonableness
- Experience with accounting software
- Proficiency in preparing financial documentation to support reported costs
- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability
- Ability to communicate, both written and oral, clearly, and concisely
- Ability to work independently and collaboratively, building authentic relationships with team members, supervisors, and participants
- Willingness to acknowledge personal humanity and that of others, understanding the impact of individual experiences on interactions
- Commitment to approach others with grace and compassion, rather than judgment
- Computer skills including e-mail, calendars, document processing, spreadsheets, and databases
- Demonstrates consistency, accuracy, and thoroughness in work
- Ability to adapt to frequent changes in the work environment, manage competing priorities, and shift deadlines and unexpected situations
- Ability to approach work with a focus on service and purpose, always centering the community that EmERGE exists to support
- Effective communication skills and a willingness to collaborate and engage others in conversation
- Ability to organize one's work and maintain a consistent focus on detail
- Adaptable to shifting between periods of working independently and periods of collaboration
- Preferred: Bilingual (English/Spanish)

OTHER REQUIREMENTS

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance (as applicable)

PHYSICAL DEMANDS

- Must be able to sit or stand during an 8–10-hour workday
- Must be able to lift twenty-five pounds
- Prolonged periods of sitting at a desk and working with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data, and figures

Emerge is an equal opportunity employer

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