



WEPA EMPOWERMENT CENTER ACCOUNTANT JOB DESCRIPTION

LOCATION

Onsite (Lebanon, PA) Candidates must be located in or willing to commute to Lebanon, PA for daily in-office operations.

Type: Full-Time, Exempt

Work Week: 37.5 Hours (Mon–Fri)

BENEFITS & COMPENSATION

- **Salary:** \$47K to 55K
- **Time Off:** 20 Days PTO + 13 Paid Holidays.
- **Insurance:** Comprehensive Health, Dental, and Vision coverage.
- **Future Planning:** Retirement plan eligibility.

POSITION SUMMARY

WEPA Empowerment Center is seeking a versatile, detail-oriented accountant to manage

our day-to-day financial operations. This is a "hands-on" role perfect for a professional who excels at GAAP standards, loves the mission of community empowerment, and is comfortable navigating the complexities of non-profit grant reporting.

You will work closely with the Executive Team and Board Treasurer to ensure financial integrity, compliance, and the careful stewardship of funds that fuel our programs.

KEY RESPONSIBILITIES

ACCOUNTING MANAGEMENT

Financial Management & Reporting

- Maintain the General Ledger and Chart of Accounts.
- Prepare monthly bank and credit card reconciliations.
- Generate monthly financial statements and account analyses for the Board of Trustees.
- Manage all aspects of accounts payable, including coding, QuickBooks entry, and processing payments (Check, CC, ACH).
- Maintain and update petty cash funds.
- Assists Leadership team in preparing fiscal budget

Audit, Tax & Compliance

- Serve as the primary point of contact for external auditors.
- Oversee year-end audit schedules and ensure all 990 filings and tax requirements are met.
- Establish and maintain robust internal controls to safeguard organizational assets.

Non-Profit & Grant Accounting

- **Fund Accounting:** Track restricted vs. unrestricted funds within QuickBooks to ensure transparency.
- **Grant Management:** Manage budgeting, invoicing, and compliance for federal, state, and private grants.
- **Donations:** Record and acknowledge donations received.

Payroll & Treasury

- Manage bi-weekly payroll taxes and required reporting.
- Oversee daily banking and treasury activities to ensure healthy cash flow.

QUALIFICATIONS AND SKILLS

- **Education:** B.S. in Accounting or Finance is required.
- **Experience:** 3–5 years of accounting experience. *Non-profit experience is preferred, but we will consider highly qualified candidates from other sectors.*
- **Technical Proficiency:** * **Advanced QuickBooks** experience is highly encouraged.
 - Expertise in Microsoft Office 365 (Strong Excel, Teams, and Outlook skills).
- **Knowledge:** Deep understanding of **GAAP** as it applies to non-profits. Experience with risk management (Workers Comp, Liability insurance) is a plus.
- **Communication:** Ability to translate complex financial data into "plain English" for non-financial staff and board members.

PHYSICAL REQUIREMENTS & ENVIRONMENT

- **Location:** Daily onsite presence in Lebanon, PA.
- **Physical:** Must be able to lift 25 lbs.; position involves frequent sitting, standing, and reaching.
- **Environment:** Office setting with a "moderately loud" noise level (active community center environment).

WEPA Empowerment Center is an Equal Opportunity Employer. We celebrate diversity and are committed to an inclusive environment for all employees.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.