The National Council of Juvenile and Family Court Judges (NCJFCJ), a non-profit organization headquartered in Reno, NV, pursues a mission to improve courts and systems’ practice and raise awareness of the core issues that touch the lives of many of our nation’s children and families. A leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide.

The Finance Department of the NCJFCJ is responsible for general accounting procedures including, but not limited to, financial reporting, accounts payable/receivable, payroll processing, and auditing travel requests, as well as ensuring that transactions are recorded in compliance with GAAP, OMB Circulars, federal and state regulations, along with oversight/management and analysis of individual grant and contract requirements. The Finance Department’s goals are to work collaboratively internally and interdepartmentally to meet NCJFCJ’s fiscal responsibilities.

The Finance Department is seeking an Accountant to join its fast-paced, dynamic team. Under limited supervision, qualified applicants must be able to effectively perform generally accepted accounting and specialized functions. The Accountant will provide assistance and support to the Finance Department and the organization through the performance of duties of a responsible nature requiring initiative and discretion; management of financial projects utilizing computer technology; and responding promptly and accurately to requests for information and assistance from staff members, members of the organization, and the general public.

The focus, duties, and requirements of this position may include, but are not limited, to:

- Working knowledge of generally accepted accounting principles, including cost, managerial, and fund accounting
- Ability to work with accounting databases and related technology
- Accurate and timely completion of duties and recordkeeping, with high attention to detail
- Preparation and/or review entries to the general and subsidiary ledgers to assure accuracy and compliance with established accounting principles and procedures
- Completing basic and complex account reconciliations
- Completing month-end and year-end close cycles
- Assisting with preparations for financial audits as required by NCJFCJ policy and governmental regulations
- Providing analysis of accounting data as needed for management review
- Preparing financial reports as may be required
- Assisting in planning and implementing changes in database and accounting systems
- Learning all duties at all levels of the Finance Department and providing backup support and assistance for other staff members
Qualified applicants must possess:

- An undergraduate degree in accounting, finance, or a related field
- At least two years’ experience performing professional accounting work
- Previous experience with accounting software programs (Abila MIP is preferred)
- Strong computer skills in database management and Microsoft Office 2010 (Access, Excel, Word) with emphasis on intermediate to advanced spreadsheet applications
- Strong communication skills
- Strong organizational capabilities
- Experience working in a nonprofit environment is essential

Travel, locally and out-of-state, as well as evening, weekend, or holiday work may be required. Occasional lifting up to 50 pounds (with assistance) may be required.

The NCJFCJ offers a comprehensive salary and benefit package that includes medical/dental/vision/prescription coverage for employees and their dependents, life insurance, and retirement savings plan with employer match. If you are a dynamic and professional individual who appreciates challenging and rewarding work, works well in a team environment, and is committed to getting the job done, we invite you to submit your application materials as outlined below.

FOR FULL CONSIDERATION, applicants must submit the following documents no later than 5:00 p.m. (PST), April 4, 2015:

- Tailored Letter of Interest
- Résumé or CV
- National Council Application form (available at www.ncjfcj.org)

Please direct all of the required application materials to:

Email (preferred): hr@ncjfcj.org

Hard Copy:
National Council of Juvenile and Family Court Judges
Lauri Watkins, Human Resources Generalist
P.O. Box 8970
Reno, NV 89507

~ NCJFCJ is proud to be an EOE AA M/F/Vet/Disability Employer ~
# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES
## POSITION DESCRIPTION

### ACCOUNTANT

<table>
<thead>
<tr>
<th>Job Data</th>
<th>Pay Grade: PRO1</th>
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<tbody>
<tr>
<td>FLSA Status: Exempt</td>
<td>Reports To: Accounting Manager, Chief Financial Officer</td>
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<td>Date: March 3, 2015</td>
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### Job Summary

The Accountant will provide assistance and support to the Finance Department and the organization through the performance of duties of a responsible nature requiring initiative and discretion in accordance with accounting functions and controls; management of financial projects with a strong emphasis on utilizing computer technology; and responding promptly and accurately to requests for information and assistance from staff members, members of the organization, and the general public.

In the performance of their respective tasks and duties, all employees are expected to practice and apply the following principles:

- Grasp broad overview of the NCJFCJ and develop working knowledge of its programs and services
- Follow organizational and departmental policies, procedures, protocols, and systems
- Perform quality work, with or without direct supervision
- Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public
- Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor
- Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations
- Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner
- Be self-motivated and highly responsive to individuals, staff, members, and the organization
- Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills
- Approach work with a positive attitude, sense of humor, and energy
- Willingness to continuously learn and be flexible
- Use discretion in managing sensitive, proprietary, or confidential information
- Be responsible stewards of the organization’s resources

The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.

### Essential Functions Required

<table>
<thead>
<tr>
<th>Essential functions and responsibilities may include, but are not limited to, the following:</th>
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<tbody>
<tr>
<td>- Prepare and/or review entries to the general and subsidiary ledgers to assure accuracy and compliance with established accounting principles and procedures</td>
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<td>- Assist with preparation for financial audits as required by organizational policies and governmental regulations</td>
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<td>- Prepare financial reports as may be required</td>
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<tr>
<td>- Assist in planning, implementation, and maintenance of database and accounting systems</td>
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<tr>
<td>- Learn all duties at all levels of the Department and provide assistance, support, and backup for other staff members</td>
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<tr>
<td>- Other duties as assigned*</td>
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</tbody>
</table>

### Education and Work Experience

| Undergraduate degree from an accredited university in accounting, finance, or similar areas of study; advanced degree preferred |
| At least two years’ experience performing professional accounting work, or |
| Experience with computerized accounting systems required |
JOB DESCRIPTION
ACCOUNTANT

| Knowledge, Skills, and Abilities (“KSAs”) |  
|----------------------------------------|---------------------------------------------------|
| • Equivalent combination of training, education, and experience in a relevant field  
  • Passion or preference for working in a non-profit or grant-funded environment  |
| • Working knowledge of generally accepted accounting principles including cost, managerial, and fund accounting principles and practices  
  • Familiarity with preparation of financial statements and working with budgets  
  • Proficiency completing basic and complex account reconciliations  
  • Knowledgeable in completing month-end and year-end close cycles  
  • Knowledge of office procedures and systems  
  • Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (intermediate to advanced knowledge of Excel preferred), and accounting database systems and related technology (Abila MIP preferred)  
  • Ability to manage files and maintain records in compliance with recordkeeping policies  
  • Strong, effective communication skills, both verbally and in writing  
  • Ability to plan and carry work through to completion with accuracy and with strong emphasis on attention to detail  
  • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills  
  • Knowledge of proper telephone and email practices and etiquette  |

| Physical Demands |  
|-----------------|---------------------------------------------------|
| • Extended periods of sitting  
  • Extended use of desktop/laptop computer and peripheral equipment  
  • Read and analyze fine print for extended periods  
  • Occasional stooping, standing, carrying  
  • Occasional lifting up to 50 lbs. (with assistance)  |

The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Work Environment |  
|------------------|---------------------------------------------------|
| • Fast-paced, high-pressure, professional office environment  
  • Evening, weekend, holiday, and overtime work may be required  
  • Infrequent travel, locally and nationally, may be required  |

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.*