

**ECONOMIC DEVELOPMENT CORPORATION
OF KANSAS CITY, MISSOURI**

JOB DESCRIPTION – ACCOUNTANT

SUPERVISOR: Outsourced Controller

SUMMARY: The individual in this position will be responsible for performing the accounting functions for the Economic Development Corporation (EDC) and its affiliate agencies

AGENCIES: As Assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

- General accounting functions, including maintaining general ledgers, preparing journal entries, performing account reconciliations and preparing financial statements
- Accounts payable functions, including obtaining proper authorizations, maintaining vendor information, ensuring timely payment of invoices and filing 1099's
- Accounts receivable functions, including invoicing and ensuring accurate reporting of deposits
- Oversee grant accounting, ensuring appropriate accounting treatment for revenue recognition and expenditures and compliance with grant reporting requirements
- Monitor and manage cash flows and bank transactions
- Oversee payroll process with 3rd party
- Working with executive management, coordinate the development of EDC's annual budget and monitor expenditures against the budget
- Assist in the preparation of monthly financial statements for EDC and its affiliates
- Assist in the preparation of financial information for EDC's and its affiliates' boards; attend board meetings as required
- Assist in preparation of accounting schedules for annual financial audits
- Ensure compliance with existing internal controls; develop recommendations for and implement additional internal controls as needed
- Assist in the evaluation and implementation of new accounting system

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree or master's degree in accounting or finance preferred
- Minimum of two years' experience in accounting field
- Knowledge and understanding of GAAP and Not-for-Profit accounting methods
- Strong knowledge of and ability to ensure adherence to internal controls
- Knowledge of Microsoft Office Suite
- Experience with general ledger functions
- Must be adaptable to changing needs and priorities of the organization
- Must conduct self with high level of integrity, initiative, accountability and ownership
- Ability to work independently as well as part of a team.
- Detail oriented with good organization skills.
- Ability to prioritize and work on several projects at a time

RESIDENCY REQUIREMENT/LOCATION OF WORK: Must reside within the city limits of Kansas City, Missouri or agree to relocate within 6 months of hire. Remote working is at the discretion of the CEO; however, EDC employees are generally expected to work in the EDC officesga.

Mail/email your resume to:

Attn: Gayle Price, Administrative Coordinator
Economic Development Corporation
300 Wyandotte St. Ste. 400
Kansas City, MO 64105
gprice@edckc.com