

# CAREER OPPORTUNITY



**Title:** Accounting Team Lead, Refugee Resettlement

**Hours:** Full-Time (Non-exempt 37.5 hrs)

## **Brief Description:**

This position collaborates with the Agency Accounting Manager, Refugee Resettlement Program Manager, and program staff to ensure that the program's financial objectives and needs are met, and maximum usage of grant funding is achieved while maintaining the highest possible levels of grant compliance. This position is responsible for maintaining administrative oversight of Refugee Program grant management. This position oversees the Refugee Accounting Assistants to maintain individual records and payments for clients who are enrolled in the match grant (MG), reception and placement (R&P) grant, APA grant, and refugee social services grant (RSSP) to ensure that reimbursements comply with USCCB standards, Uniform Guidance standards for Government Contracting, and Generally Accepted Accounting Principles. This position is also responsible for the financial aspects of the case record.

## **KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)**

### **Oversees and manages refugee grants and compliance.** (25%)

- Prepares and submits monthly administrative reimbursements for all applicable Refugee Program Grants in collaboration with Accounting Manager.
- Tracks and maintains grant budgets and submits monthly reports to Refugee Program Manager and other staff at monthly Refugee Finance meetings.
- Oversees processing and submission of monthly voucher batches for both R&P and Match Grant to USCCB and ensures all billed vouchers meet grant requirements for reimbursement.

### **Verifies the accuracy of invoices; prepares check requests and USCCB vouchers for the individual clients. Resolves discrepancies and investigates questionable data.** (20%)

- Oversees the preparation of vouchers and check requests for individual enrolled refugee clients.
- Purchases bus passes, phone cards, and gift cards as appropriate for newly arriving refugees.
- Verifies the accuracy and appropriateness of expenses and requests for funds under the grant.
- Ensures data is properly tracked within appropriate databases and worksheets.
- Handles transactions in a timely fashion to meet deadlines and to ensure reimbursement of grant funds.

### **Updates and maintains accounting journals, ledgers and other records for each refugee enrolled in USCCB funded program.** (30%)

- Updates and maintains ledgers for each client for each grant.
- Maintains spreadsheets containing expenditure data for all actively enrolled clients, to track dollars spent per client.
- Maintains accurate expenditure records of spending funds that are designated for Refugee Resettlement client.
- Prepares reports as necessary and in a timely manner on client expenditures and case funding.
- Maintains all needed documentation for internal and external audits, as well as for reporting needs of department.

**Supervises and guides the work of Accounting Assistants.** (15%)

- Provides orientation and review of Refugee Resettlement program and its financial aspects.
- Provides necessary training and guidance on grants, assigned tasks and responsibilities.
- Makes assignments of relevant work as appropriate.
- Reviews work performance and provides relevant guidance and feedback as necessary.

**Manages and secures inventory of cash, gift cards, phone cards, and agency credit card.** (5%)

- Manages inventory, receipt and disbursement of gift cards and bus passes intended for use by refugee clients.
- Manages inventory and disbursement of cash intended for use by refugee clients and petty cash.
- As an agency credit card holder, responsibly makes purchases associated with refugee cases, following agency procedures.
- Controls access to assigned agency credit card at all times.

**Serves as key contributor for financial data to department and agency for Refugee Resettlement program** (4%)

- Compiles data and prepares reports including comparative financial analysis of agency data and USCCB data on cases, funds spent and funds remaining.
- Attends and actively participates in Refugee program staff meetings, regular Refugee finance meetings.
- Regularly reviews financial-related processes and procedures for Refugee program to ensure compliance.
- Provides input on accounting systems and software that are used to meet Refugee program's financial needs.

**Other support-related responsibilities as may be needed which are consistent with the accepted standards of CSSMV, as well as teamwork and professional growth.** (1%)

- Actively and regularly attends and participates in informal processes or projects.
- Trains new staff members on the financial aspects of the different refugee program grants.
- Actively participates in ongoing evaluation process of position.
- Appropriately accesses and utilizes supervision toward professional development participates in own professional development by attendance at trainings and by literature review.
- Demonstrates an attitude and approach to "Team Player."

**MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:**

- Associate degree preferred, with emphasis on accounting and/or business management
- At least one year of supervisory experience
- At least one year of experience working with Refugee Resettlement programs and federal grants
- Competency in Microsoft applications including Word, Excel, and Outlook
- Competency in Sage or other accounting software
- Well-developed and demonstrated organizational, verbal and written communication skills
- Attention to detail and ability to multi-task
- Knowledge of budgeting and accounting procedures

*Interested candidates should send a resume with salary requirement to:*

*Human Resources, Catholic Social Services of the Miami Valley, 922 W. Riverview Ave., Dayton OH 45402  
or e-mail to [jobs@cssmv.org](mailto:jobs@cssmv.org)  
or fax to 937.222.6750*