



POSITION DESCRIPTION

Job Title: Accountant

Responsible to: Executive Director

Type of Position: Full-time, Exempt

Created: 02-10-2026

The Open Link is the Upper Perkiomen Valley's only social service provider supporting a food pantry, senior center, Meals on Wheels program, adult education, homeless services and more. This small but mighty non-profit (with a budget of 1.6 million) nimbly meets the comprehensive needs of the community with help from an army of volunteers, generous donors, foundation funding, county contracts and generous in-kind donations. The ideal candidate for the role of Accountant will have a strong financial background, be a self-starter and a team player with the desire to make a difference and a heart for helping the community.

The Open Link offers a competitive benefit package with health, dental, vision, life insurance, short and long-term disability, and 403b matching opportunity. The organization also offers a flexible schedule with the ability to work off-site one day per week as well as a generous PTO schedule.

PRIMARY OBJECTIVE:

The Accountant is responsible for the financial operations of The Open Link by ensuring accurate accounting, financial reporting, compliance with nonprofit regulations, and internal controls. This role manages general ledger activities, grant accounting, audit preparation, and financial analysis to support the organization's mission and strategic goals.

Responsibilities:

1. Financial Reporting & General Accounting
2. Prepare and maintain monthly, quarterly, and annual financial statements in accordance with GAAP and nonprofit accounting standards.
3. Manage general ledger functions, including invoice entry, journal entries, account reconciliations, and month-end/year-end close processes.
4. Analyze financial data and provide variance explanations and recommendations to leadership.
5. Maintain accurate chart of accounts and financial records.

Grant & Fund Accounting

1. Track and report restricted and unrestricted funds in compliance with donor and grantor requirements.
2. Prepare grant financial reports and assist program staff with budget tracking.
3. Ensure compliance with federal, state, and private grant regulations.
4. Monitor grant spending and make budget modifications when necessary.

Audit & Compliance

1. Prepare for the annual external audit, including schedules, documentation, and auditor requests.
2. Ensure compliance with IRS nonprofit regulations, including support for Form 990 preparation.
3. Maintain and monitor internal controls and financial policies.

Accounts Oversight

1. Conduct accounts payable and accounts receivable processes.
2. Enter transactions for accuracy, proper coding, and compliance with organizational policies.
3. Perform payroll accounting and benefit reconciliations.
4. Prepare daily banking deposits, provide to the bank.

Budgeting & Financial Analysis

1. Prepare the annual budget and forecast.
2. Provide financial reports and analysis to department leaders and executive management.
3. Support strategic financial planning initiatives.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field required.
- CPA or CPA-track preferred.

Experience

- Minimum 3+ years of accounting experience.
- At least 2 years of nonprofit or fund accounting experience strongly preferred.
- Experience with grant reporting and compliance highly desirable.

Technical Skills

- Strong knowledge of GAAP and nonprofit accounting standards.
- Experience with accounting, software, preferably Quickbooks.
- Advanced Microsoft Excel skills.
- Experience with financial reporting and audit preparation.

Competencies

- Strong analytical and problem-solving skills.

- High level of accuracy and attention to detail.
- Excellent organizational and time-management abilities.
- Ability to work independently and collaboratively.
- Strong communication skills with both financial and non-financial staff.
- Commitment to the mission and values of the organization.
- Ability to sit and work at a computer for extended periods.