

Not for Profit Sector

Entry Level

Small Organization

- Bookkeeping
- Data entry
- Billing
- Clerical duties

Large Organization

- Computer transactions
- Reporting
- Clerical duties

Intermediate Level

Small Organization

- Responsible for accounting functions, cash flow, cash management
- Treasurer duties
- Finalize financial statements and information to senior government agencies and Board of Directors

Large Organization

- Senior-level accounting duties
- Manage/supervise staff
- Cost and billing analysis
- Systems implementation and enhancements
- Revenues and expenses to programs and/or funding sources
- Program analysis
- Cost-benefit analysis

Senior Level

Small Organization

- Financial planning and forecasting
- Manage financial statements and reports
- Implement computer systems
- Hire, train, and manage junior staff
- Manage investments and finances
- Program planning and analysis
- Report to Board of Directors

Large Organization

- Senior-level accounting duties
- Manage financial statements including inter-company transactions and consolidations
- Program planning and analysis
- Hire, train, and manage staff
- Manage investments, cost-benefit analysis on acquisitions, capital planning, and organization structure
- Prepare complex reports for government or funding agencies
- Present reports to Board of Directors and/or senior management