



## POSITION DESCRIPTION

**Title:** Staff Accountant

**Reports To:** Finance Director

**FLSA Classification:** Non-Exempt

**Approved By:** Finance Director & HR/Payroll Administrator

**Effective Date:** June 2017

### **POSITION SUMMARY**

The Staff Accountant supports the ongoing finance and accounting function, specifically in the areas of account reconciliations, monthly closings, journal entries, cash control, and accounts receivable. This position requires an effective communicator.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Manages daily cash register close/reconciliations and assists with cash control.
- Prepares journal entries and month-end closing.
- Handles accounts receivable invoices, billings, and payments.
- Interacts regularly with staff to ensure Finance department procedures are followed.
- Assists with preparation of monthly financial statements.
- Prepares recurring and ad hoc management reports.
- Tracks donor restrictions on receipts.
- Assists with special projects and performs other duties as assigned.

### **QUALIFICATIONS**

- Requires an Associate's degree in Finance, Accounting or a related field; a Bachelor's degree in Finance or Accounting is preferred.
- Two (2) years of accounting experience is required, with an emphasis on general ledger accounting and reconciliations.
- Any combination of experience and education will be considered in lieu of meeting exact qualifications.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proven ability to recognize and communicate areas of concern.
- Good working knowledge of financial and accounting principles.
- Capacity to perform a variety of tasks with competing deadlines.
- Ability to maintain a high level of confidentiality when exposed to financial and payroll data.
- Skill in communicating and cultivating good interpersonal relationships with a wide variety of persons.
- Proficiency in Microsoft Office applications and a willingness to learn other software.
- Availability to work moderate amounts of overtime as seasonally required

### **PHYSICAL DEMANDS**

- Constantly works on a computer, including reading/viewing from a monitor.

- Constantly uses hands for grasping and holding objects that are necessary for performing in your position (for example: mouse, phone, pen/pencil for writing, files, clipboard, etc.)
- Often performs tasks stationary and/or seated at an office desk or workstation.
- Sometimes performs physical activity that requires climbing and/or twisting.
- Sometimes performs physical activity that requires bending, stooping, reaching, and kneeling.
- Sometimes performs physical activity that requires pushing, pulling, lifting, and/or carrying up to 10 pounds in place or across a distance with or without supportive devices.
- Rarely performs physical activity that requires pushing, pulling, lifting, and/or carrying 10 pounds or more in place or across a distance with or without supportive devices.
- Sometimes drives or travels by car and never travels out-of-area or overnight for work-related reasons.
- Ability to work a variable schedule with moderate amounts of overtime as seasonally required.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

This job description has been approved by all levels of management:

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_