



## **POSITION DESCRIPTION**

**Title:** Staff Accountant

**Reports To:** Finance Director

**FLSA Classification:** Non-Exempt

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

**Effective Date:** April 2017

### **POSITION SUMMARY**

Under the direction of the Finance Director, 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 who can interact with employees from all levels and functions of the organization as well as external customers, vendors, and stakeholders.

### **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 cash.
- Participates in audit and tax return preparation.
- Assists with special Finance projects as needed.
- Performs other duties as assigned by the Finance Director or Senior Staff Accountant.

### **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, experience in general ledger and/or non-profit financial and accounting practices is preferred.
- Experience using a financial accounting system (Financial Edge) and membership database system (Raiser's Edge) experience is preferred.
- Any combination of experience and education will be considered in lieu of meeting exact qualifications.

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

- Great customer service focus in interacting with vendors and other employees during the course of performing in the position.
- Proven ability to recognize red flags/areas of concern when performing in this function and when working on projects or situations and communicate concerns to Finance Director or Senior Staff Accountant.
- Good knowledge of financial and accounting laws, regulations, and principles, including, but not limited to: GAAP, Financial Accounting Standards Boards (FASB), Security and Exchange Commission (SEC), etc.
- Good project management experience, including time management, coordination, and organizational skills.

- Ability to perform a variety of tasks concurrently with competing deadlines in a demanding environment.
- Demonstrates high-level of confidentiality and trustworthiness in exposure to financial/payroll data of the organization and its prior, current, or prospective customers, vendors and employees.
- Good analytical thought process, including problem solving and decision-making skills and abilities
- Good interpersonal and communication skills, in writing and orally across various media.
- Computer-proficiency skills and abilities, including financial (Financial Edge), point-of-sales (SiriusWare) databases, and other related programs and applications as well as Microsoft Outlook, Word, Excel, and PowerPoint.

**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 \_\_\_\_\_