**Job Title:** Staff Accountant

**Supervisor’s Title:** Executive Vice President

**Department:**  Administration

**Key Relationships:**

Internal: All Employees

External: Clients, Vendors, and Visitors

**SUMMARY OF PRINCIPAL & MAJOR RESPONSIBILITIES:**  The Primary responsibilities of the Staff Accountant are to manage the daily accounting duties of the organization. The Staff Accountant will assist with the creation of the annual organizational budget, daily cash monitoring, AP/AR, internal reporting and payroll administration.

**PAY STATUS:** **EXEMPT/NON-EXEMPT:** Biweekly salary

**PRINCIPAL DUTIES AND RESPONSIBILITIES (Essential Functions):**

* Manage Accounts Payable activities that include check disbursements, employee reimbursements, company credit card activity, management of vendor accounts, end-of-month accruals, and pre-paid accounts.
* Manage the Accounts Receivable function to ensure receipt of payments in a timely manner from outside agencies, sponsors, and enterprises.
* Work with President & CEO and Executive VP to develop budget and long-term strategic processes and procedures to maximize organizational efficiencies and success.
* Monitors the organization’s cash balances daily
* Manage the accounting procedures of the organization.
* Provide support during annual financial audit.
* Generates budget variance reports for management monthly.
* Oversee all business operations relating to finance compliance including policies, investments, and procedures.
* Apply audit and compliance requirements for various department and establish self-audit and compliance monitoring programs.
* Work with departments to resolve budget concerns and to clarify expense coding.
* Assist in the preparation of the operating budget and capital budget.
* Analyze historical and current data to assist with forecasting sources for uses of funds.
* Provide support Board of Directors Finance Committee.
* Oversee payroll processes and payroll invoices on a biweekly basis.
* Oversee benefits tracking, renewals, and payments.
* Maintain close relationships with board members and strategic community influencers.
* Attend community civic functions as a representative of the organization.

**Other Functions**

* Any other duties as assigned.

**JOB SPECIFICATIONS:**

**Required Knowledge, Skills, and Abilities** (Requirements are representative of the minimum levels of knowledge, skills, and/or abilities.)

* Knowledge of Generally Accepted Accounting Principles, especially those related to non-profit accounting and reporting
* Knowledge of financial budget process and procedures
* Must be detail-oriented, highly organized and have the ability to work independently.
* Ability to look for ways to improve and promote quality and demonstrate accuracy and thoroughness.
* Ability to make decisions, exhibit sound and accurate judgment and make timely decisions.
* Ability to anticipate and solve practical problems and resolve issues.
* Ability to foster a cooperative work environment with co-workers, managers, and external partners.
* Ability to plan, develop and coordinate multiple projects.
* Excellent verbal and written communication skills.
* Ability to function well in a high-paced and at times stressful environment.
* Extensive knowledge of finance administration, clerical procedures, and recordkeeping systems.
* Extremely proficient with Microsoft Office Suite, Outlook, OneNote, Quickbooks Online
* Ability to communicate clearly and demonstrate high ethical standards.

**Education, Training and Experience**

* High school diploma required; Bachelor’s degree in business finance, Accounting, or Administration or related field preferred.

Two to three years of accounting/bookkeeping experience required, to include, accounts payable processing and management, accounts receivable and reconciliations.

**License/Certifications:**

* None Required

**Computer Software**

* Microsoft Office Suite software, Outlook, OneNote, QuickBooks Online, Bill.com, payroll platforms

**Equipment to be Used and Operated**

* Telephone; Computer; Copy machine; and Scanner

**Physical Requirements**

While performing the duties of this job, the employee is required to sit for extended periods of time. Shall be able to apply 20 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects. Must be able to view computer screen for extended period. Must have clear close-up vision.

**Mental/Emotional Requirements**

Must be able to work in a fast paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, customers, and the public in a professional and pleasant manner.

**Safety Responsibilities**

Must learn and comply with all organization safety rules; must always use appropriate safety equipment; must immediately report all unsafe condition to supervisors; must be familiar with all safety features or equipment, machinery, or materials encompassed by job duties; and must check with supervisor if there is a question as to the safe procedure to be used for any job function.

**Additional Requirements:**

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of the organization, including those set out in the Employee Handbook or otherwise communicated (verbally or in writing) to employees.

**GENERAL STATEMENT:**

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification, and addition as deemed necessary by the organization. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers, or other organization officials. The job responsibilities of this position may include cross-training in other functions or positions to ensure satisfactory operation of the department or work area.

This job description does not constitute an employment contract between the organization and any employee.

**EMPLOYEE ACKNOWLEDGMENT:**

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or manager. This job description will also be used as a tool for performance reviews.

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Employee’s Signature Printed Name Date

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Supervisor’s Signature Printed Name Date