

**Staff Accountant
Job Description**

Department: Finance Department

Reports to: Lead Accountant

Status: Exempt

SUMMARY

The Finance Department oversees the overall financial well-being of the organization. This department is vital for the smooth functioning of the agency. The role of the Staff Accountant involves providing financial, administrative and clerical support to the organization. The Staff Accountant will maintain the internal controls to identify duplicate or fraudulent transactions, prevent duplicate entries/payments, and accounting audits. The Staff Accountant will maintain the financial system, ensure that the accounting process steps are being adhered as per the Financial Policy and Procedures Manual, Generally Accepted Accounting Principles and Funder Contract guidelines. Review all documentations used to process all types of financial transactions in the financial system for accuracy, coding, verifying and reviewing entries, budget allowances, routing for final approval and posting and or payment. Managing accounts receivable and accounts payable, and overseeing employee payroll entries for assigned grants. Duties also include responding to vendor inquiries, managing assigned program budgets, meeting with Program Directors, assisting with month-end closing, year-end closing, and audits, reviewing AR Aging report and collecting AR. Prevent overspending on budget and monitoring expenses. Researching ways to save money and improve the bottom line.

The Staff Accountant must apply accounting principles and handle work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice. Have the ability to pay attention to detail and handle a high volume of data. Be in constant communication with employees, staff in and outside of the Finance Department, funders and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attention to detail, organizational skills, ability to meet deadlines, analytical skills and data entry skills are important requirements in the Finance Department. The Staff Accountant will be interacting with various individuals inside and outside of the agency daily, so it is imperative they are always able to interact in a professional and polite manner.

- ✓ Record Accounts Receivables, collect and make correction to receive funds
- ✓ Prepare accounting related entries to numerous registers, journals and logs
- ✓ Follow our company's established accounting processes
- ✓ Support accounts payable activities to ensure accuracy and timeliness of invoice creation and entry
- ✓ Perform monthly bank settlements and reconciliation
- ✓ Regularly maintain detailed reconciliations of all balance sheet accounts
- ✓ Provide detailed analyses and explanations of all transactions
- ✓ Prepare documentation for external auditors
- ✓ Works independently on routine and assigned bookkeeping and accounting tasks as directed by the Lead Accountant.
- ✓ Compiles all accounts payables and receivables, recording transactions and accruals, and preparing weekly payments of invoices.
- ✓ Performs collaboratively with and in support of other services as necessary.
- ✓ Delivers with timeliness, accuracy, completeness, and effectively, to the highest ethical standards, and in accordance with generally accepted accounting principles for non-profit entities and in accordance with the organization's mission, values, and universal standards.
- ✓ Review financial statements, expenses and previous tax returns to identify the best strategy for organizing and monitoring
- ✓ Present quarterly and yearly financial reports to management
- ✓ Perform general bookkeeping and organize financial forms, documents and receipts
- ✓ Ensure all financial transactions within the company are accounted for and follow legal standards
- ✓ Analyze annual budget recording transactions in need of follow-up documentation
- ✓ Gather appropriate documents for accounts payable, accounts receivable, budgeting and vouchering
- ✓ Work closely with Finance Department peers, HR Dept, Payroll Dept, Program Depts, vendors and funders
- ✓ Create analysis for grants assigned on a monthly basis
- ✓ Budget vs actual analysis - monthly
- ✓ Actual vs Voucher analysis - monthly
- ✓ Review expenses, AR and grant/admin transactions
- ✓ Book monthly accruals
- ✓ Bank Reconciliation
- ✓ Prepare checks/cash for deposit
- ✓ All other duties as assigned

STAFF ACCOUNTANT SPECIALIST SKILLS AND EDUCATION

- ✓ Bachelor's Degree in Accounting, Finance or related discipline, 5+ years of experience in Nonprofit Accountanting
- ✓ Ability to use Microsoft productivity software such as Excel and Word, Familiarity with Accounting Software. Abila MIP for Nonprofit preferred

Staff Accountant Job Description

- ✓ Must have a strong work ethic, Strong organizational ability and a self-starter
- ✓ Critical thinking skills: Problem solver, excellent attention to detail, professional attitude, reliable, analytical, organized
- ✓ Communication Skills: Effective corporate communications skills-written and oral, interpersonal skills
- ✓ Project management skills: Ability to consistently meet all deadlines, adaptable, teamwork and collaboration, leadership abilities, Ability to follow standard filing procedures
- ✓ Willing to learn and advance

Disclaimer: The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.