



Staff Accountant

General Overview:

The Staff Accountant will be responsible for all day-to-day financial activities related to an overall budget of approximately \$6 million, including accounts payable, accounts receivable, financial reports and annual audit activities. The Staff Accountant will work closely with program leaders to support them regarding finance and accounting procedures and to provide timely financial reporting of results against budget.

Staff Accountant Job Duties:

- Prepares consolidated internal and external financial statements by gathering and analyzing information from the accounting system and from departments.
- Analyzes information and options by developing spreadsheet reports, verifying information.
- Prepares general ledger entries by maintaining records and files; helping reconcile accounts.
- Backup for preparing A/P by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Help develop and implement accounting procedures by analyzing current procedures, recommending changes.
- Answers accounting and financial questions by researching and interpreting data.
- Assists with annual audit by pulling data and helping to maintain auxiliary reports.
- Secures revenue by verifying and posting receipts, resolving discrepancies.
- Posts constituent donations by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions from all third-party programs and local deposits.
- Verifies validity of account discrepancies by obtaining and investigating information from development and marketing, and from customers.
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

Staff Accountant Skills and Qualifications:

- Bachelor's degree in accounting or finance is preferred but not required.
- At least two years' experience in accounting or a related field.
- Strong mathematical and analytical skills.

- Proficient QuickBooks, SFAS Rules, general accounting and pulling financial reports.
- Knowledge of CRM system.
- PC Proficiency.
- Excellent organizational skills and attention to detail.
- Confidentiality,