POSITION:	**STAFF ACCOUNTANT**
STATUS:	**Full Time, Non-Exempt**
REPORTS TO:	**VP, Finance & Administration**
SPECIAL SKILL SETS:	**Accounting**

GENERAL FUNCTION

The Staff Accountant is responsible for the accurate and timely maintenance of all financial records and the application of the organization's compliance with all accounting and auditing standards.

MAJOR DUTIES AND RESPONSIBILITIES

Maintain QuickBooks (QB) accounting system:

- Enter all income and expense transactions in QB
- Deposit funds received and enter invoices as part of the receivable function
- Prepare disbursements and maintain depreciation schedule as part of the expense function
- Maintain vendor and donor/funder files with up to date digital records
- Monitor bank balances and reconciles accounts monthly with special attention paid to quarterly and year end closings
- Reconcile credit card reports to grants on a quarterly basis
- Prepare tax payments and tax reports, including 1099s for consultant payments and annual tax payments for UBI
- Monitor investment accounts
- Make journal entries and AJE entries as directed by the auditor
- Manage the budgeting process in QB
- Enter current semi-monthly information into QB

Payroll:

- Assist the payroll function through Paychex along with VP, Finance & Administration
- Have a functional understanding of tax withholdings and reporting processes
- Verify quarterly information for the state reports and preparation of W2s

Manage accounts payable and receivable:

- Ensure timely payments to vendors and receipts from customers
- Liaise with division chiefs on necessary invoicing and receipts
- Track overdue receivables and liaises with customers to ensure payment
- Prepare accounts payable process through semi-monthly check runs with VP, Finance & Admin and CEO
- Process monthly credit card reports from staff (summary sheets filled out by staff) to proper expense codes

Maintain records and files of all grant budgets and expenditures:

- Review contract commitments and expenditures
- Work with VP, Finance & Admin and department heads to develop departmental budgets
- Prepare/produce department reports as needed
- Provide timely grant monitoring for management and department heads

Work with auditor on the annual audit:

- Provide documentation and schedules, as needed
- Provide information for 990, review draft and make recommendations for adjustments, if needed

Provide accounting and financial support to Board and Board Finance Committee:

- Prepares budget vs. actual and balance sheet reports as needed
- Participates in Board Finance Committee conference calls

Credit Card Process:

- Ensure current account information with all credit card processing systems
- Review credit card transactions daily to properly recognize deposits and fees

Affiliate network relations:

- Manage the documentation, payment and collection of monies to and from local affiliates, including program grants, affiliate license fees, pass through donations, etc.
- Administer the pass through insurance premiums for applicable affiliates through monthly invoicing

REQUIRED/PREFERRED QUALIFICATIONS:

- Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of accounting rules, regulations and best practices, specifically as applied to nonprofit organizations.
- High level proficiency in QuickBooks and Excel. Experience with Paychex payroll system is a plus.
- Proven experience keeping records compliant and audit-ready, experience preparing for audits.
- Strong analytical and problem-solving skills, meticulous attention to details.
- Ability to effectively handle multiple projects simultaneously in a deadline driven environment, both independently and as part of a team.

EDUCATION/EXPERIENCE:

- Bachelors degree in Accounting or related subject, or equivalent from an accredited university.
- 3 to 5 years progressively responsible experience in accounting, preferably in the nonprofit sector.