



Staff Accountant

Job Summary:

The Staff Accountant will perform accounting assignments related to accounts payable processing and general ledger account reconciliations and assist in preparing accounting statements and financial reports.

Status: Permanent part-time position (20 hours/week)

Supervisory Responsibilities: None

Duties/Responsibilities:

- General Ledger
 - Perform account analysis and reconciliations, including cash and revenue
 - Prepare adjusting journal entries and monthly, quarterly, and yearly accrual journal entries.
 - Research and answer questions regarding account activities.
 - Work closely with team members to assure timely month-end close.
 - Assist in preparing accounting statements and financial reports
- Accounts Payable
 - Process invoices by reviewing documents for accuracy and compliance with organization policy including proper authorization and general ledger coding.
 - Research and resolve accounts payable issues with vendors.
 - Process invoice payments.
 - Reconcile sub-ledger to the general ledger.
- Corporate Credit Card Program
 - Administer Corporate Credit Card Program (new cards, replacement cards, monthly employee statements).
 - Maintain employee credit card online system (Nexonia) including review of employee documentation and account coding of credit card charges.
- Perform other related accounting and administrative duties as assigned.

Required Skills/Abilities:

- Thorough understanding of bookkeeping practices and procedures and basic accounting theory.
- Excellent organizational skills and attention to detail (i.e., accuracy, conciseness).
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Strong spreadsheet skills and proficient word processing skills.
- Knowledge of accounting software.
- Ability to deal with deadlines and handle/resolve pressure.

- Positive, proactive, self-starter & tenacious orientation to task completion.

Education and Experience:

- Required
 - High school diploma or equivalent required, with some bookkeeping coursework.
 - Three to five years of related bookkeeping/accounting experience required.
 - Three to five years of accounting software experience.
- Ideally Have
 - Non-profit accounting experience.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.