



**Job Title:** Staff Accountant  
**Reports To:** Controller

### **SUMMARY**

The Staff Accountant's primary responsibilities include processing payroll using the AOD timekeeping system and the ADP payroll system; preparing accounts payable batches and processing checks; preparing accounts receivable invoices; recording cash receipts and cash disbursements to the appropriate general ledger accounts and reconciling various general ledger accounts; monitoring bank account activity and preparing wire transfers; and working with the Controller/CFO to maintain the general ledger. The Staff Accountant also assists the Controller and CFO with the monthly accounting closing process and assigned financial analysis. This position will require the ability to exercise independent judgment. The position sometimes requires additional hours beyond a regular 40-hour work week to meet project deadlines.

### **Areas of Responsibility:**

Payroll, Accounts Payable, Accounts Receivable, Cash Receipts, Banking, General Ledger.

### **Education / Experience:**

Bachelor's degree in Accounting or Finance

Two years of accounting experience preferably in a non-profit or government environment

Experience with computerized accounting systems preferably in nonprofit or government general ledger accounting environment

### **Skills:**

Strong spoken and written communication skills.

Ability to work with the needs of internal customers to support staff in their work with clients.

Solid math skills

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **Benefits**

Twelve paid holidays

Two paid personal leave days

Vacation Leave

401(k) Retirement Plan

Health, Dental & Life Insurance Plans

Pay Range - \$50,000 to \$60,000

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and use hands.

The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, talk and hear. Specific vision abilities required for this job include close

vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employment and Hiring**

We comply with Equal Employment Opportunity and Affirmative Action laws and regulations.