

**TRELLIS**  
Position Description

**Job Title:** Staff Accountant  
**Reports To:** Controller  
**FLSA Status:** Non-Exempt, Hourly  
**Approved By:** President/CEO  
**Approved Date:**  
**Revised Date:** November 2022  
**Grade:** 7

**SUMMARY**

- The Staff Accountant reports to the Controller. 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:***

***1. Payroll***

- Prepare payroll information semi-monthly using AOD time management system.
- Submit payroll data accurately to ADP for payroll processing.
- Review payroll reports for accuracy and make necessary changes.
- Allocate monthly health benefits costs to departments.
- Maintain coding in AOD system for general ledger crosswalk.
- Review quarterly payroll reports for accuracy.
- Coordinate with external auditors for payroll related audits.

***2. Accounts Payable***

- Monitor the general accounting mailbox and circulate invoices for payment to the appropriate manager.
- Prepare invoices for payment with appropriate general ledger coding and backup.
- Prepare accounts payable batches for review and check processing.
- Update bank website with paid checks for positive pay matching.

***3. Cash Receipts***

- Process desktop deposits as funds are received.
- Create general ledger entries for all cash receipts.

***4. Accounts Receivable***

- Process invoices for customers and supporters.
- Process all receipts in a timely manner.

5. *Banking*

- Monitor bank accounts for daily activity.
- Download bank statements monthly.
- Prepare wire transfers and other transfers.

6. *Other Financial*

- Prepare monthly and annual journal entries.
- Review and post journal entries created by the Controller.
- Prepare 1099s annually.
- Assist with independent audits by preparing assigned audit schedules.
- Assist in updating accounting policies and procedures as needed for assigned accounting areas.
- Assist in preparing budgets, financial forecasts or other analysis as assigned.
- Other duties as assigned.

***Knowledge, Skills and Abilities Required:***

1. Work assignments must be accurate, verifiable and supported with schedules where appropriate.
2. Must be dependable and able to prioritize tasks to complete projects by due dates.
3. Ability to independently evaluate and streamline accounting processes when appropriate.
4. Must possess excellent oral and written communication skills.
5. Ability to work cooperatively as a team member to accomplish assigned tasks to achieve intended results.

**EDUCATION and/or EXPERIENCE**

1. Degree in Accounting or Finance or equivalent 2 years' experience.
2. Preferably in a non-profit or government agency assisting with monthly general ledger account reconciliations and month-end closing processes.
3. Experience with Microsoft Word and Excel required.
4. Experience with computerized accounting systems preferably in a nonprofit or government general ledger accounting environment where the general ledger accounting system interfaces with accounts payable, bank reconciliation, budget and import/export modules.
5. Employees must present proof of automobile insurance coverage. Minimum liability limits shall be \$100,000 bodily injury and \$25,000 property damage coverage or such limits as deemed appropriate by the Executive Director.
6. Position sometimes requires additional hours beyond a regular 40-hours work week to meet project deadlines.
7. Trellis expects that every employee be reliable and punctual in attendance.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree in accounting. At least two years of the non-profit sector.

### **LANGUAGE SKILLS**

Strong spoken and written communication skills. Ability to read and interpret documents such as grant agreements or contracts.

### **CUSTOMER SERVICE SKILLS**

Ability to work with the needs of internal customers to support staff in their work with clients. Ability to work collaboratively across departmental lines.

### **MATHEMATICAL SKILLS**

Solid math skills in adding, subtracting, multiplying and dividing. Attention to detail while entering data into general ledger system.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret grant contracts to determine reporting and billing requirements.

### **COMPUTER SKILLS**

Basic proficiency in Word, Excel, QuickBooks, DBase management and use of internal e-mail system.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Employee must present proof of automobile insurance coverage. Minimum liability limits shall be \$100,000 bodily injury and \$25,000 property damage coverage or such limits as deemed appropriate by the Chief Executive Officer.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **BENEFITS AND PERKS**

The organization offers a comprehensive benefits package including health, dental, and life insurance; paid holidays, personal days, accrued vacation and sick time; 401(k) retirement plan with employer match; a diverse and inclusive work environment; and job training and professional development opportunities.

The Trellis office is near downtown Phoenix. The office operates under a hybrid schedule. The position has a physical presence in the Phoenix area.

## **EMPLOYMENT & HIRING**

Trellis is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. Trellis strives to reflect the diverse constituencies that the organization serves. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.