

The Staff Accountant is responsible for billing various grants, performing general ledger account, preparing journal entries, creating and maintaining periodic reporting, maintaining fixed asset system, assisting with annual budgeting, compiling grant applications and expenditures reporting, preparing statistical and financial reports for creditors and agencies, maintaining records retention.

- Assist with the month-end closing process, conducting research and making correction journal entries for account discrepancies, prepares closing journal entries and enter accrual entries
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Assist with budget preparation
- Maintain the fixed asset and associated depreciation schedules, ensure proper recording of new purchases and disposals
- Coordinates and maintains miscellaneous grant billings and reports; verifies all billings are complete and reconciled to the general ledger; and complies complex grant expense reports as required by the grantors.
- Accounts Receivable – invoicing, recording payments, collections
- Assist with payroll system and payroll related items
- Prepare correspondence as needed within the department
- Backup Accounts Payable and Data Entry Accounting Clerk
- Protects organization's value by keeping information confidential.
- To support the CFO and Accounting Manager in carrying out the responsibilities of the Finance Department.

Proven track record of good communication skills. Proficient in spreadsheet software (Excel) and Word. Accounting Software knowledge preferred. ABILITY TO: Meet deadlines and prioritize tasks; work efficiently with minimal supervision; detailed oriented.

Bachelor's degree in Accounting preferred. Minimum two or more years' experience in accounting or related business area.

ADA/EOE/DFWP