

JOB POSTING

Title: Staff Accountant
Hours: Full-time
Status: Exempt
Minimum Salary: \$50,000
Posting Open: April 24, 2023
Posting Close: April 27, 2023

POSITION DESCRIPTION

TITLE: Staff Accountant

DEPARTMENT: Finance

PREPARED BY: Meisha Bridges

APPROVED BY: Tracy L. Williams

REPORTS TO: Controller

POSITION PURPOSE: Staff Accountant ensures agency finances are running smoothly by performing administrative functions, including bookkeeping, account and record management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain financial reports, records, and general ledger accounts
- Prepares journal entries, analyses, and account reconciliations and assisting with monthly close processes
- Contributing to the development and review of annual operating budgets and performance projections
- Maintaining documentation for accounts payable, purchasing and treasury and conducting internal audits
- Performing monthly balance sheet reconciliations
- Meeting processing and reporting deadlines
- Responding to information requests, reviewing financial statements, and assisting with audits
- Ensuring compliance with GAAP
- Assisting the Controller as needed

SUPERVISION: NO

REQUIREMENTS: 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 will be made to enable individuals with disabilities to perform the essential functions:

- Bachelor's degree in Accounting or Finance
- Two years of accounting experience.
- Excellent communication skills, both written and verbal.
- Strong numeracy and analytical skills
- Good problem-solving and time management skills
- Highly organized and detail-oriented
- Experience in the use of Great Plains software, a plus

WORK ENVIRONMENT: The work environment characteristics described here are



representative of those an employee encounters while performing the essential functions of this job.

- Noise and stress levels vary dependent on activities and flow of a given day
- Fast-pace
- Occasionally exposed to outside weather conditions

NOTE: *COVID-19 safe work environment accommodations are provided*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

- Frequently required to walk
- Frequently required to sit for periods of time in front of computer screen
- Frequently required to talk and listen

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION PACKAGE: Full-time position, offering comprehensive health plan (medical, dental and vision), paid holidays and generous PTO.

HOW TO APPLY: Send cover letter, resume and salary expectations to: CV@ywcasew.org