

POSITION DESCRIPTION

POSITION TITLE:	Staff Accountant	FLSA STATUS:	Exempt
TEAM:	Fiscal	SALARY RANGE:	\$65,000 to \$80,000
REPORTS TO:	Director of Finance	REVISION DATE:	06/2024

POSITION SUMMARY:

Responsible for posting, reviewing, and verifying payroll and accounts payable transactions in accordance with generally accepted accounting principles and federal regulatory requirements for all of the corporation’s funds and grant programs. Very active in the communication and training of payroll, billing, and payable process changes with corporate staff.

POSITION RESPONSIBILITIES:

Accounts Payable and General Accounting

- Review vendor invoices for adherence to procurement policies, regulatory allowable cost requirements, purchase orders, contract agreements, and budget allowances
- Communicate with vendors and providers regarding payable activities and documents.
- Input invoice transaction entries into an accounting software system
- Reconciles accounts payable reports to general ledger payable accounts on a monthly basis
- Coordinates with the Fiscal team on requests for drawdown of funds by grant to supply the cash flow requirements for vendor disbursements
- Generate, verify, and reconcile check disbursement activity for all funds and grant programs
- Prepare monthly accrued expenditure entries and coordinate month and year-end reconciliation of accrued balances with the Fiscal team
- Maintain accounts payable filing system: invoices and reports
- Act as back-up to other Staff Accountant(s)/Fiscal team
- Perform all monthly/annual balance sheet reconciliations as requested by the Director of Finance
- Provide auditors and monitors with requested fiscal documents
- Provide cash flow requirements for wages and taxes to the Fiscal team
- Serve as backup for all payroll processing tasks
- Initiate bank transfers and ACH/electronic payment batches
- Initiate all funding draws in the Commonwealth of PA's CWDS system
- Serve as a backup for monthly/quarterly financial status reporting
- Serve as a backup for all necessary external funder invoicing
- Assist with annual inventory processes
- Assist with formulating and posting necessary periodic journal entries in the Accounting system(s)

- Post monthly credit card transactions to the general ledger
- Develop and maintain a monthly cash forecast
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education:

Bachelor's Degree in Accounting or related business field plus a minimum of two (2) years relevant work experience - or - a minimum of five (5) years on-the-job training and relevant experience.

Skills & Abilities:

- Knowledge of and experience with generally accepted accounting principles
- Professional knowledge, interpersonal, and written and oral communication skills
- The individual must be a team player, be able to work independently and establish and maintain effective working relationships with supervisor, associates, outside agencies, and the general public
- Must demonstrate the ability to research and apply federal regulations and grant requirements as they apply to the accounting requirements of the position
- Basic office skills such as computer literacy, keyboard, 10-key calculator, use of email and internet, phone systems, typing, moderate-to-advanced experience using MS Office (Word, Excel, Access, PowerPoint) and accounting software, filing, and knowledge of operating office machines
- Valid Driver's License and ability to travel off-site

ADA STATEMENT:

In addition to the duties listed above, this position also has physical components as listed below. The list is intended to give an overview of the positions performed by a person without disabilities. In compliance with the Americans with Disabilities Act and the company's policy on Equal Opportunity, the company will make reasonable accommodations to enable an otherwise qualified individual with a disability to perform the essential functions of the position with or without accommodation where necessary.

- Frequent travel within Eight (8) county region.
- Frequent Sitting

- Frequent Keyboard/computer operation
- Periodic walking
- Periodic standing
- Occasional lifting of 25 lbs.
- Occasional pushing and/or pulling up to 25 lbs.
- Occasional carrying up to 25lbs
- Occasional stooping
- Occasional kneeling
- Periodic reaching
- Periodic bending
- Occasional crouching
- Occasional turning

BENEFITS:

- Work-life balance is important; we offer a full-time, flexible hybrid schedule to help balance your personal and professional life
- We offer generous time off, including 13 paid holidays and paid time off, including 18 days annually, increasing with years of service
- We invest in our employees by providing competitive wages, no-cost health care coverage, and performance-based incentives for employees
- Our comprehensive benefits package includes:
 - Health coverage: prescription, vision, dental
 - Health Savings Account (HSA)
 - Short-term and long-term disability
 - Basic life insurance and voluntary life insurance
 - Wellness programs
 - Workplace banking
 - 401k retirement plan with up to 4% company match

HOW TO APPLY:

Interested applicants should send their resumes, cover letters, and similar documents to Katie Conaway at kconaway@scpaworks.org.