



## **Staff Accountant**

**Reports To:** Director of Accounting

**Status:** Full Time

**Classification:** Exempt

**Approved/Revised Date:** November 2019

### **Summary:**

The Staff Accountant plays a vital role in managing the day-to-day financial concerns of the organization through close collaboration with the Director of Finance.

### **Organizational Duties and Responsibilities:**

1. Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
2. Supports and facilitates positive interaction with others by exhibiting: individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and, an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development programs and training to attain and maintain competency.
6. Effectively participates in the Accounting functions of the organization.

### **Essential Duties and Responsibilities:**

1. Handle monthly financial close activities, to include journal entries, account reconciliations, and financial statement preparation and review.
2. Oversee accounts payable, including the review and check printing, and annual 1099 filing.
3. Be active in cash flow management, including operating, savings, other accounts.
4. Oversee credit card reconciling receipts to credit card statements.
5. Assist with fixed asset project management and depreciation.
6. Provide payroll second-tier support to Human Resources as needed. Prepare and process semimonthly payroll for all employees, review and ensure accuracy of approved timesheets, and monitor submissions of approved timesheets.
7. Assist with audit and tax return preparation and fiscal year-end review and activities.
8. Assist with annual budget preparation.
9. Facilitate and support the implementation of financial policies and procedures.
10. Assist with special projects as requested.

**Specific Skills:**

Must be self-motivated and detail-oriented. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers. Works with computers and required to be proficient with Microsoft Office programs.

- Bachelor's degree preferred, or a minimum of 4 yrs. accounting experience
- Experience with a financial software system – e.g., QuickBooks or Peachtree and proficiency in Microsoft Word, Excel and PowerPoint
- Ability to clearly and effectively communicate information, both verbally and in writing
- Excellent organizational skills, including the ability to organize and prioritize work
- Ability to work productively and independently with little supervision
- Ability to meet deadlines
- Excellent interpersonal skills

**Supervisory Responsibilities:**

None.

**Qualifications:**

To perform this job successfully, and 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.

**Education and/or Experience:**

Minimum of a Bachelor's degree in a related field or a minimum of 4 years of accounting experience. Experience required with a financial software system – e.g., QuickBooks or Peachtree.

**Language Skills:**

Ability to read, write, and converse in English. Ability to speak knowledgeably with donors, volunteers, board of directors and other staff. Ability to write summaries or reports if necessary. Ability to effectively present information in one-on-one or in committee meetings.

**Certificates, Licenses, Registrations:**

Must have current driver's license and insurable driving record.

**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 frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

Must be willing to work evenings or on weekends as requested for report preparation at year-end. Must be able to work the required hours to accomplish tasks and meet deadlines. 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.

Salary range is \$40,000 - \$50,000. Salary will be based on relevant experience.

Benefits Offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; and, flex spending account.

To apply please send resume and cover letter to [info@waterfrontgardens.org](mailto:info@waterfrontgardens.org).

Application deadline: December 31, 2019.