



Title:

Staff Accountant

Reports to:

Finance Director

Job Purpose:

To support the core accounting functions of the organization by ensuring accuracy, compliance, and timely financial reporting with a focus on general ledger integrity and risk mitigation

Key Responsibilities and Accountabilities:

- Manage accounts payables and accounts receivable processes
- Record and reconcile daily bank transactions
- Perform credit card reconciliations
- Prepare and reconcile payroll journal entries
- Execute and oversee month-end close processes
- Assist in the preparation of monthly financial reports with a primary focus on accuracy and completeness
- Maintain inventory accounting and related reconciliations
- Complete year-end accounting tasks including preparation of 1099's and other tax forms
- Provide financial support for grants and related reporting requirements
- Maintain fixed asset accounting and depreciation schedules
- Act as primary contact for audit support
- Manage and update long-term debt schedules
- Maintain vendor and customer records within the ERP system
- Develop and maintain robust financial controls to mitigate risks

Qualifications:

- Solid understanding of GAAP and accounting fundamentals
- Bachelor's Degree in Accounting, Finance, or related field, or equivalent experience
- Proficiency in MS Office Suite (Excel, PowerPoint, Word)