

Title: Staff Accountant 1

Department: Administration

Hours Worked: 37.5 hours per week

Status: Non-Exempt



Reports to: Finance Director

Supervises: None

FLSA Status: Salaried Non-Exempt

Essential Duties and Responsibilities:

The position is responsible for fundamental accounting duties requiring an understanding of accounting principles.

General Ledger:

- Prepare basic, standard journal entries to the general ledger, including recurring journal entries, post basic entries upon approval.
- Perform other data entry functions into various databases and sub-systems
- Maintain general ledger and subsidiary ledger accounts
- Ensure all invoices, check requests, expenses and bills have been properly authorized and backup detail is supplied to support charge
- Audit expense reports to ensure proper coding of expenses and adherence to the stated travel policy and procedures
- Research and resolve basic questions related to general ledger items.
- Assist with special projects as assigned
- Assist with year end audit and 990 returns.
- Other duties as assigned.

Payroll:

- Review the final payroll with the Finance Director
- Check the balance in the checking account to be sure there is an adequate balance for the payroll disbursement
- Prepare the semi-weekly payroll journal entries
- Reconcile the entry to the payroll reports from the then current payroll processing system
- Reconcile the health insurance billing to the program insurance spreadsheet
- Post the journal entry and reconcile with general ledger
- Assist employees with login and paystub access issues
- Answer employee questions regarding sick and vacation accruals

Grant Billing

- Review new grants and review billing requirements
- Participate in any required grant training.
- Work with program directors to determine how to meet billing requirements
- Review requirements of submitting billing,
- Organize monthly billing items including billable expenses
- Determine payroll applicable to particular grants for billing purposes.
- Review all information for grant billing including expenses and applicable payroll
- Prepare all reports for grant billing, including copies of cancelled checks, and payroll records
- Prepare monthly billing statements for grants
- Learn different grant billing software programs as required.
- Upload and submit grant monthly billings
- Reconcile grant billing with general ledger and job reports
- Post grant billing in Accounts receivable ledger
- Create and maintain grant billing files with backup
- Post grant payments to Accounts receivable ledger
- Maintain grant spreadsheets showing charges, payments and balances.

Accounts Receivable:

- Process deposits to bank via desk top deposit device or going to the bank.
- Record all deposits in the General Ledger daily.
- Retrieve daily bank activity and maintain the daily bank reconciliation in the accounting system.
- Enter all billable invoices into Accounts Receivable system.
- Review the Aged Accounts Receivable monthly.
- Match cash receipts to proper invoice.

Other Miscellaneous Duties:

- Assist when necessary in the review of other Staff Accountants work.
- Assist with Salsa software. Ensuring that the Development Department has all donation information and back up on a timely basis.
- Assist in the preparation of grant budgets
- Complete training courses as required
- Prepare, with the Finance Director the yearly budgets
- Analyze monthly the general ledger and assist in the preparation of the monthly financial statements
- Maintains an organized and neat office and accounting files.
- Assist, when necessary the Director of Finance with any accounting department items

This is a sampling of duties. Other tasks, responsibilities and duties may be assigned as needed.

Qualifications:

The ideal candidate will possess:

- Bachelor's degree in Accounting with 2+ years' experience
- Knowledge and understanding of the accounting cycle and journal entries
- Proactive, organized and detail-oriented person who can work independently with minimal supervision.
- Highly effective interpersonal and communication skills (written and verbal)
- Team player who demonstrates enthusiasm in attitude and approach
- Self-motivated individual with high degree of responsibility including confidentiality, sense of urgency, and accountability
- Possess strong problem-solving skills, be flexible to meet workload, and have a positive attitude
- Proficiency in Microsoft Software (especially Word, Outlook and Excel)
- Maintains confidentiality, remains open to others' ideas exhibits willingness to try new things
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Speaks clearly and persuasively in positive or negative situations
- Must be a “team player”, and able to multitask in a fast-paced environment
- A valid Florida driver's license
- Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Ability to work independently
- Ability to use equipment (fax, computer, copier etc.)
- Capable of maintaining confidentiality of sensitive data
- Willing to cross train for other office positions to fill in when necessary
- Willing to adhere to all Diocesan policies and Procedures and complete all required employment documents
- Exhibits professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies and the general public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment
- Ability to work irregular hours

Physical Requirements:

- Ability to work closely with others and alone.
- Willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements
- Willingness to respond to emergency situations without notice
- Willingness to prioritize and respond to the needs of potential clients
- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e. typing)
- Frequent extended periods of sitting
- Occasional periods of standing, kneeling and climbing
- Occasional ability of minimal hearing (i.e. driving) and routine hearing (i.e. listening to others in conversation)

Reviewed/Approved By:

Executive Director: _____ **Supervisor:** _____ **Human Resources:** _____ **Associate Director:** _____

Hand delivered on _____, **by** _____ **(Supervisor)**
to _____ **(Employee).**

**I acknowledge receipt of and understand my job responsibilities as outlined
in this Job Description.**

Signed: _____ **(Employee)** **Date:** _____

Signed: _____ **(Supervisor)** **Date:** _____

Copies: Supervisor, Employee

Original: Human Resources