

JOB DESCRIPTION

JOB TITLE: Sr. Staff Accountant

STATUS: Non-Exempt Full -Time

REPORTS TO: Accounting and Grants Manager

DIRECT REPORTS: None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

Support the Accounting and Grants Manager in carrying out the responsibilities of the Accounting Department. Under the direction of the Accounting and Grants Manager, the Sr. Staff Accountant is a mid-level position responsible for reviewing the accounts payable and accounts receivable accounting functions. This position will also assist the Accounting and Grants Manager with the day-to-day, monthly and year-end operations and accounting functions in direct support of the Controller and Grants Manager.

ESSENTIAL JOB FUNCTIONS

Accounts Payable:

- Reviewing vendor set-ups and AP for completeness, accuracy and compliance (in case of grants)
- Reviewing AP entry for accuracy and completeness and posting
- Uploading ACH and Positive Pay files
- Select invoices for payment, print check, uploading ACH and positive pay files to the bank.
- Maintain complete vendor records following up for W-9 and ACH documents when needed.
- Providing cross-training and back-up to Staff Accountant for AP functions
- Reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Review expense reports and credit card reconciliations for compliance with travel and entertainment policy.
- Process voids/stop payments/Positive Pay updates.
- Assist with month-end duties including timely close of accounts payable module and maintaining and reconciling the AP aging reports.
- Prepare and produce year-end reporting requirements including 1099s and ensure submission to appropriate reporting agents.

Accounts Receivable:

- Post Accounts Receivable transactions ensuring credits to the proper customer account.
- Record incoming checks on check log and download daily ACH activity from the bank for processing.

- Produce the monthly billing for dues, consulting, managed services and miscellaneous receivables.
- Record monthly revenue for CNECT and miscellaneous contracts.
- Provide back-up to Staff Accountant for Accounts Receivable functions.

Other duties include but not limited to:

- Maintain schedules in support of various balance sheet accounts, such as, prepaid expenses, miscellaneous receivables and fixed assets.
- Participate and assist in month-end closing procedures which include comparison of subsidiary ledgers to the general ledger control accounts, monitoring of prepaid accounts, inter-company accounts and payroll liabilities.
- Assist with audits by compiling required audit materials and schedules as directed.
- Ensure that internal control procedures are followed, assisting staff in identification and compliance of these controls.
- Protect organization's value by keeping information confidential.
- Assist in the maintenance and control of the General Ledger accounts and business transactions of the organization, applying Generally Accepted Accounting Principles (GAAP) that include analytical work and thorough review of financial records.
- Help implement improvements to procedures and ensure compliance with our policies and perform other related duties, tasks and responsibilities as required or assigned.
- Complete reports and other accounting tasks as assigned.

QUALIFICATIONS

Skills

Advanced in knowledge of Microsoft applications, including Word, Excel, Teams and Outlook. Individual must be detail-oriented, accurate and proficient with numbers and must be able to multi-task and have ability to work independently with minimal supervision. Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced, remote work environment. Excellent analytical and problem-solving skills. Demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends. This position is mostly remote, so knowledge and ability to use applicable information technology and systems to meet work needs is a must. Demonstrate excellent verbal and written communication skills. Must be able to interact in a positive professional manner with co-workers, clients and vendors. Flexibility in accepting new duties and aiding co-workers is expected. Working knowledge of the accounting software (MS Great Plains and Concur) a plus. Must possess and maintain a valid driver's license, insurance, and provide own automobile for use in work.

Education/Experience

Requires a bachelor's degree in business (accounting or finance preferred) or an equivalent combination of education, training and/or experience from which comparable knowledge, skills and abilities have been attained. This job requires 3-5 years of directly related experience. Experience with a multi-entity accounting a plus. Must have a basic knowledge and understanding of Generally Accepted Accounting Principles (GAAP).

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.

I acknowledge that I have read and understand this job description. My signature below certifies that I can perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by the Council of Community Clinics.

Signature

Date

Employee Name (please print)