



JOB DESCRIPTION

JOB SUMMARY

Support the Accounting and Grants Manager in carrying out the responsibilities of the Finance / Accounting Department. Under the direction of the Accounting and Grants Manager, the Staff Accountant is specifically responsible for all accounts payable 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:

- Process account payable invoices by reviewing invoices for accuracy, determining coding, obtain necessary approvals, communicate with staff to resolve any discrepancies, enter data into the accounting system, post transactions to journals, ledgers and other records and maintain control of invoices in the various stages of this process.
- Provide accounting support for claims processing and payment. Import, process and pay claims.
- Maintain, monitor and coordinate preparation and processing of all credit cards.
- Investigate and resolve problems associated with processing of invoices.
- 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.
- Respond to all vendor inquiries and handle all vendor correspondence.
- 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 and process for payment.
- 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 requirement including 1099s and ensure submission to appropriate reporting agents.

Accounts Receivable:

- Process bank deposits and record and apply payments received to the proper customer account.
- Maintain Accounts Receivable spreadsheet. Contact customers by telephone and/or letter when payments are delinquent. Takes appropriate action against delinquent accounts and assist with collections when necessary.
- Interact with customers relating to billings in a manner that is considered timely, responsive, respectful, and professional.

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.
- 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. Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced and dynamic remote work environment. Excellent analytical and problem-solving skills. Can demonstrate attention to details and good record-keeping. 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. Individual must be detail-oriented, accurate and proficient with numbers, must be able to multi-task and have ability to work independently with minimal supervision. Verbal and written communication skills a must. 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 accounting or finance or an equivalent combination of education, training and/or experience from which comparable knowledge, skills and abilities have been attained. This is an entry level job with 1-3 years of directly related experience preferred. 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.