

Position Title:	<b>Staff Accountant</b>	Department:	<b>Accounting</b>
Reports to:	<b>Controller</b>	Hours:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>
Date:	<b>03-21-2018</b>	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Reporting to the Controller, the Staff Accountant is responsible for a variety of accounting functions. The Staff Accountant will work closely with the Controller, Program Directors and Managers to provide financial support to operations.

**Primary Responsibilities & Tasks**

- Participate with month-end close process and schedule deadlines
- Prepare and post journal entries, as assigned
- Record fixed assets and maintain depreciation schedules
- Reconcile and maintain balance sheet accounts
- Handle Accounts Receivables and Deposits
- Assist with monthly bank reconciliations as needed
- Prepare and file state and local tax returns as needed
- Assist Controller and CFO with annual audit schedules
- Respond to inquiries regarding financial questions from Program Directors and Managers
- Maintain thorough and accurate files and documentation in accordance with company policy and GAAP

**Other Responsibilities & Tasks**

- Provide back-up to Accounts Payable and Revenue Invoicing staff, as needed
- Perform other related duties and special projects as assigned.
- Support the agency's mission through assisting or leading special projects.

**Qualifications**

- The Staff Accountant position requires a BA in Accounting or equivalent experience
- Candidate must have an understanding of accounting principles and GAAP.
- Ability to read and understand contracts and compliance guidelines
- Strong communication skills and ability to work well with all levels of management
- Nonprofit accounting experience preferred, but not required
- Requires strong experience with Microsoft Excel and familiarity with Microsoft Office products.
- Experience working with governmental contracts preferred, but not required

**Other Knowledge, Skills and Abilities**

- Effective organizational and interpersonal skills including written and verbal communication.
- Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully.

- Demonstrates a focus on quality by being accurate and thorough; looks for ways to improve processes and deliverables.
- Accepts responsibility for one's own actions and follows through on commitments.
- Takes initiative and independent action; asks questions wisely and as necessary.
- Committed to the agency's mission and objectives.
- Has a curious nature likes learning and encourages learning in others.

### **Physical Demands & Working Conditions**

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
- Must be able to effectively communicate with co-workers and clients.
- Must be able to reach above head and perform repetitive movements.
- Must be able to drive or have reliable transportation for off-site meetings and events.
- May be required to lift items up to 30 lbs. consistent with a regular office environment.

If you wish to apply for this position, please email your cover letter and resume to:

[recruiter@voaww.org](mailto:recruiter@voaww.org).

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