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| Job Title | <i>Staff Accountant</i> |
| Department | <i>Finance</i> |
| Reports to | <i>Controller</i> |
| Location | <i>Washington, DC</i> |
| Position Type | <i>Regular, Full-time</i> |
| Exemption Status | <i>Exempt</i> |
| EEO Classification | <i>0950</i> |
| Date | <i>February 1, 2022</i> |

General Summary

The Staff Accountant performs a myriad of bookkeeping, reporting and administrative functions related to vendor and customer account management including full-cycle accounts payable and accounts receivable and general ledger analysis. The incumbent is expected to be responsive to client and vendor communication and promote a professional office environment. The Staff Accountant is integral to driving continuous process improvements related to the payment and receipt processing cycles.

Essential Duties and Responsibilities

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Facilitates continuous improvement in and compliance with all payment and receipt processes.
- Cultivates and manages vendor relationships
 - Validates and updates vendor status, billing, and contact information regularly.
 - Develops and updates bill allocation schematic.
 - Develops, executes, and monitors vendor payment plans and trade credit arrangements.
 - Maintains well organized vendor and contract files and other financial records.
 - Responds to information requests from customers and vendors in a timely manner.
 - Review contract and billing rate for key vendors annually.
- Processes Account Payable
 - Process mail, receive and scan vendor invoices to the finance drive.
 - Properly code, record, and upload vendor invoices in QuickBooks.
 - Properly code and record online transactions in QuickBooks. (ACH, wires and Credit Transactions)
 - Prepares Unpaid Bills and Aging reports and makes payment recommendations weekly.
 - Pays bills upon funds availability (cuts checks/prepares on-line bill pay)
 - Prepare 1099 tax forms.
- Accounts Receivable Transactions
 - Issues invoices and notices for sponsorship pledges.
 - Assist with preparing grant billing packages for program cost reimbursements.
 - Assist with customers inquiries relating to program billings and payments
 - Record cash receipts in QuickBooks.
- Financial Reporting
 - Prepares monthly reconciliations of bank credit card statements
 - Assist with monthly closing, prepare monthly reports for financial committee meetings.
 - Maintaining Fixed Asset, and depreciation schedules.
 - Assists with preparing monthly auxiliary group reconciliation reports

- Assists with annual audit and related reports
 - Assist with the preparation of Cost Allocation Plan yearly
- Other duties, as may be assigned

Qualifications

The ideal employee will be a degreed Accounting professional, familiar with the monthly accounting close process, someone who is detail oriented, analytical and who understands how the accounts payable and receivable processes relate to the general ledger and eventually the financial statements.

- Must have an Associates Degree in accounting; Bachelor's Degree preferred
- Must have a minimum of 3 to 5 years of full-time experience in related field and with General Ledger;
- Must be eligible to work in the U.S.;
- Must successfully complete a criminal background investigation;
- Proficient in using Microsoft Office Suite;
- Proficient in using accounting software;
- Knowledge of GAAP
- Knowledge of not-for-profit and government grant accounting and reporting;
- Ability to multitask at a high level;
- Ability to be detailed oriented;
- Ability to be well organized;
- Ability to work well with others under tight deadlines;
- Ability to be flexible and respond to changes in priority; and
- Skilled in oral and written communication.

Working Conditions

While performing the duties of this job, the employee works regularly in an office setting.

Physical Requirements

While performing the duties of this job, the employee will frequently sit, stand, walk and reach. May need to lift files or packages periodically.

Other Duties

This job description is intended to describe the general nature and work performed by employees, but is not a complete list of activities, duties or responsibilities required of personnel. Furthermore, other duties, responsibilities and activities may change or be assigned at the discretion of the employer.