



Position: Staff Accountant – General Ledger
Department: Finance
Salary: Competitive Full-Time Compensation & Benefits Package

Unified Vailsburg Services Organization is looking for a diligent Staff Accountant to join our finance department. The Staff Accountant's responsibilities include maintaining financial records and reports, performing account reconciliations, assisting with budget and closing processes, internal audits, and maintaining accounts payable, accounts receivable documentation, and payroll information. This position reports to the Chief Financial Officer (CFO) and will assist the CFO as needed and respond to information requests by management and for auditing purposes. To be successful as a Staff Accountant, you should be able to accurately maintain a general ledger and ensure compliance with Generally Accepted Accounting Principles (GAAP). An outstanding Staff Accountant should also have excellent communication, organizational, and analytical skills. This position requires proficiency with Fund EZ.

ROLE-SPECIFIC RESPONSIBILITIES

Cash / Revenue

- Review cash receipt journal entries and submit them to CFO for approval.
- Enter all cash receipts into a proprietary general ledger system.
- Verify credit card online receipts of fees for services.
- Manage petty cash account, including all documentation. Cash / Revenue:

Accounts Receivable:

- Ensure that all claims are coded and entered into the general ledger.
- Provide supporting documentation, and verification of amounts claimed
- Reconcile subsidiary ledgers to control accounts.
- Accounts Receivable:

Accounts Payable:

- Review Accounts Payable invoices and compares them to purchase orders.
- Code invoices before entering into Accounts Payable subsidiary ledger
- Review the corporate credit card transactions and supporting documentation.
- Cash disbursements of monthly bills.

Analysis:

- Prepare journal entries, analysis, and monthly account reconciliations and assist with monthly closing processes, and work to resolve any discrepancies.
- Performing monthly balance sheet reconciliations.
- Maintain the fixed asset analysis and related depreciation schedules.
- Budget to actual reports by program, and funding sources.

Staff Accountant Requirements:

- Bachelor's degree in accounting or finance required.
- 3 + years of non-profit accounting experience.
- Proficiency with Fund EZ, Excel, MS Word, strong numeracy and analytical skills, both written and verbal. Must have excellent work habits, including a willingness to work additional hours.

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.