



JOB DESCRIPTION FOR STAFF ACCOUNTANT

JOB TITLE: Staff Accountant

DEPARTMENT: Accounting

ACCOUNTABILITY: SVP Finance/Controller

JOB SUMMARY: This position supports the SVP Finance/Controller in the fiscal and operational needs of the department and the organization as a whole. Provide assistance in all areas of the Accounting Department.

DUTIES AND RESPONSIBILITIES

- Complete bank reconciliations and cash reports on a daily and monthly basis.
- Prepare weekly cash receipts report.
- Prepare and process ACH and wire payments.
- Process checks received through remote deposit.
- Responsible for uploading positive pay information to bank on a daily basis.
- Prepare partner invoices and ensure proper documentation is obtained to support transaction.
- Reconciling Accounts Receivables and posting Debit Memos.
- Review time sheets and prepare bi-weekly payroll for all employees.
- Reconcile payroll clearing account.
- Assist Grants Manager with personnel allocations.
- Assist in general ledger close and grant reporting.
- Set-up new files for upcoming fiscal year.
- Maintain electronic and manual filing systems.
- Close out previous year's files and send to storage.
- Respond to employee and outside agency inquiries.
- Assist with internal and external audits to ensure compliance.
- Other duties as assigned by the SVP Finance/Controller.

REQUIRED QUALIFICATIONS:

- Experience with Accounts Receivable, Accounts Payable and Payroll processing.
- Experience with ADP payroll processing.
- Able to handle multiple projects at once, ability to meet deadlines, and detail oriented.
- Sage 100 accounting software experience preferred.
- Understanding of basic accounting procedures and Generally Accepted Accounting

- Principles (GAAP).
- Familiarity with non-profit financial accounting.
 - Experience with general ledger functions and month-end/year-end close process.
 - Highly Proficient in Microsoft Excel and Word. Advanced MS Excel skills including Vlookups and pivot tables.
 - Aptitude for numbers and quantitative skills.
 - BS degree in Accounting (strongly preferred) or Finance.
 - Minimum of 2-3 years accounting experience required.

EEO STATEMENT

Operation HOPE is an Equal Opportunity Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information or any other characteristic protected by law.

HOW TO APPLY

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