



STAFF ACCOUNTANT

Reports to: Chief Financial Officer

FSLA Status: Exempt

Job Type: Full-Time – 40 hours/week

Location: Amazing Place – Central

POSITION OVERVIEW:

This position will play a crucial role in supporting our financial operations, including serving as a backup for the Finance Coordinator and assisting with key accounting functions. The Staff Accountant will be responsible for booking journal entries, assisting with month-end close, balance sheet account reconciliations, preparing financial reports, and maintaining audit schedules.

KEY RESPONSIBILITIES:

- **Accounts Payable, Accounts Receivable and Billing Support:** Serve as a backup to the Finance Coordinator, managing accounts payable, billing, accounts & pledges receivable, posting contributions and other finance functions during their absence or as needed based on the volume of transactions.
- **Accounts Receivable Aging and Pledges Receivable Schedules:** Create and maintain updated accounts receivable and pledges receivable aging schedules.
- **Journal Entries:** Accurately book journal entries to ensure the integrity of financial data and support the preparation of financial statements.
- **Month-End Close:** Assist in the month-end closing process, including reconciling accounts, reviewing general ledger activity, and preparing adjusting entries.
- **Financial Reporting:** Assist with the preparation of monthly financial statements, budget-to-actual reports, and other reports as needed by the finance team.
- **Audit Support:** Maintain and prepare audit schedules, ensuring compliance with internal policies and external audit requirements.
- **QuickBooks Management:** Utilize QuickBooks for daily accounting tasks, ensuring accurate data entry and report generation.
- **Collaboration:** Work closely with the Finance Coordinator and other team members to ensure smooth financial operations and reporting.
- **Ad Hoc Tasks:** Perform additional duties and projects as assigned to support the financial goals of the organization.

QUALIFICATIONS:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field. 7 years of non-profit experience can be substituted for the degree requirement.
- **Experience:** Minimum of 2-3 years of accounting experience, preferably in a non-profit organization.
- **Software Proficiency:** Strong proficiency in QuickBooks and Microsoft Excel.
- **Skills:**
 - Solid understanding of GAAP and non-profit accounting principles.
 - Excellent organizational skills and attention to detail.
 - Strong problem-solving abilities and analytical thinking.
 - Ability to manage multiple tasks and deadlines in a fast-paced environment.
- **Communication:** Strong written and verbal communication skills with the ability to collaborate across departments.

PREFERRED QUALIFICATIONS:

- Experience with month-end close, financial statement preparation, and audit support.
- Knowledge of non-profit accounting practices and compliance requirements.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED

Maintain current CPR, AED certifications

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Solid computer skills, including a **very strong** working knowledge of Microsoft Word, Excel and PowerPoint. Proficiency with Microsoft Teams and Zoom.

Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with persons who have mild to moderate dementia.

COMPETENCY

Amazing Place's mission is to empower families facing the challenges of dementia and Alzheimer's and to advance brain health for all. Consequently, we feel that in order to fulfill this mission, we must strive to hire employees who possess the following qualities. A successful candidate must be:

- Respectful
- A Team Player
- Flexible
- Trustworthy
- Empathetic
- Considerate

To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand; walk and sit.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date