



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Staff Accountant**
Leadership Level: Team Leader
Status: F/T
Reports to: CFO

Pay Range: \$45,000-\$55,000
FLSA Status: Exempt
Department: Admin
Revision Date: 09/19/2022

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Staff Accountant maintains a supportive, positive atmosphere that welcomes and respects all individuals and coordinates intermediate level accounting functions such as general ledger/account maintenance, account reconciliation, data processing and reporting.

ESSENTIAL FUNCTIONS:

1. Performs daily cash management, monthly bank reconciliation, and maintenance of recurring journal entries; reviews and prepares non-recurring journal entries
2. Reconciles assigned general ledger accounts, including but not limited to, bank/credit drafts
3. Processes payroll for 175-200 employees biweekly
4. Processes returned checks and drafts in the accounting system
5. Receives grants and income and prepares the deposit and cash report
6. Processes office petty cash and replenishes account as needed
7. Organizes resources and deliverables to best meet intended goals and outcomes
8. Prepares and analyzes the monthly financial statements in relationship to the budget, prior year, and strategic plan. Assists branches with the analysis of their financial statements
9. May serve as liaison for the day-to-day banking activities
10. Assists with month end and year end closings
11. Completes a variety of accounting, financial analysis, and budget projects
12. Reconciles bank statements and writes up journal entries
13. Responds to challenges with possible solutions in a timely manner
14. Performs other duties as assigned

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Bachelor's degree in accounting or related field preferred
- Three (3) years of Accounting/Finance experience
- Knowledge of general ledger and accounting functions
- Knowledge of and expertise with computerized accounting systems and sound working knowledge of spreadsheets and word processing

- Excellent problem-solving skills
- Must be highly organized and have the ability to work with confidential matters

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____