



Staff Accountant

Position Summary: The Staff Accountant will prepare financial reports to track organizations assets, liabilities, profit and loss, tax liabilities, and other related financial activities for clients.

Reports To: Senior Staff Accountant

Essential Duties & Responsibilities:

- Support timely monthly, quarterly, and year-end financial close, including all aspects of month end close multiple clients.
- Prepare balance sheet reconciliations for all accounts, including detailed support.
- Prepare month end packages including all financial reports, statements and other needed items.
- Prepare adjusting journal entries, as needed.
- Liaise with external auditor and manage, coordinate and integrate the work of the Accounting, Accounts Payable and Payroll to a successful audit conclusion. Respond to auditors' comments concerning finances and operations and address any deficiencies.
- Work with Accounting team to ensure that payroll, accounts payable and purchasing documents are processed efficiently, accurately and in a timely manner by ensuring the proper documents, receipts, and forms are available
- Ensure that disbursements of funds are within budgetary authorization limits.
- Assist with Grant Budgets for all required grants.
- Prepare and submit periodic grant drawdown requests, following all applicable federal, state and local requirements, to ensure the receipt of all monies owed to clients.
- Ensure proper coding of all grants.
- Reconcile general ledger accounts.
- Maintain internal controls to ensure compliance with financial legislation, policies and procedures.
- Assist with preparing budgets and forecasts for all clients.
- Assist in maintenance of forecast models and update forecasts as needed.
- Manage accounting and financial systems and maintain full and accurate accounting records.
- Prepare special financial reports as requested by management by collecting, analyzing, and summarizing account information and trends.
- Other duties as assigned.

Supervisory Responsibilities:

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.

Required Skills/Abilities:

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting softwares.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.
- Advanced Microsoft Excel skills.
- Ability to work under pressure and meet deadlines.
- Ability to problem-solve and multi-task.



- Strong Analytical ability.

Education & Experience:

- Bachelor's Degree in Accounting required.
- Two years of previous work experience of public or government accounting experience, and demonstrate knowledge of financial reporting and budgeting, payroll, procurement, and internal controls.

Hours & Travel: This position requires occasional travel determined by client needs.