



Job Description

<u>Job Title</u>	<u>FTE</u>
Staff Accountant	1.0

Reports To
Finance Director

Position Description

This position is responsible for the accounting and payroll functions of the organization. This position may be one of two staff accounting positions in the future.

Functions

- Accounts Receivable
 - Initiate organization invoices
 - Input all cash receivables
 - Prepare bank deposits
 - Maintain aging follow up on delinquent accounts

- Accounts Payable
 - Perform all aspects of accounts payable
 - Verify proper account coding
 - Ensure documentation and approval standards are met
 - Ensure allowability criteria for specific funding source is met for each payable
 - Weekly check runs
 - Maintain vendor files
 - 1099 reporting

- Accounting – General
 - Assist finance director in timely month end processing and closeout
 - Develop and update procedures for responsible accounting functions
 - Understand and provide organization expertise on federal expenditures guidelines

- Payroll
 - Ensure accurate and timely payroll processing
 - Keep accurate and organized payroll records
 - Develop and/or update procedures for all payroll functions

- Budgeting
 - Assist in annual budgeting process
 - Assist program managers and development staff with specific proposal budgets



- Audit
 - Prepare required work papers and requested documentation during the annual financial audit as well as any other outside financial reviews
 - Prepare payroll reports and other requested documents for annual workers compensation audit

- Other duties as assigned.

Qualifications

- Education and Experience
 - BA or BS in accounting or equivalent experience
 - Two years experience in non-profit accounting
 - Payroll processing experience preferred
 - Experience with spending guidelines for Federal awards preferred

- Skills and Abilities
 - Bilingual (Spanish/English) preferred.
 - Complete familiarity with all aspects of accounts payable, accounts receivable, and payroll
 - Ability to exercise discretion and confidentiality in personnel and accounting matters
 - Strong written, verbal and interpersonal skills
 - Ability to work independently and make decisions as appropriate
 - Strong skills in Microsoft Office applications
 - Experience with Sage 50c Accounting software preferred

Working Conditions

- Casa de Esperanza strives for a fully inclusive work environment and expects all employees to fully accept all co-workers and clients regardless of race, age, language, country of origin, or sexual orientation.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To Apply

Send your resume and cover letter to Carol Zapfel at czapfel@casadeesperanza.org.