

Job Description for:
Staff Accountant
Finance & Administration Business Unit
Exempt

Reporting Structure

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The Staff Accountant reports to the Senior Accountant, Financial Operations.

Qualifications

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- Four-year undergraduate degree, or equivalent work experience in accounting, required.
- Experience should include understanding of the daily functions of cash disbursements, cash receipts and credit card processing.
- Experience with Great Plains and iMIS, desirable.
- Ability to prioritize competing deadlines, to maintain confidentiality of sensitive information, and effectively communicate and present financial information across the organization.

Key Responsibilities

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- Cash Disbursements (A/P, Credit Cards, Expense Reports, etc.)
- Cash Receipts (deposits, batching, recording, etc.)

Specific Duties

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- Accounts Payable
 - Review Check Requests: agree to backup, ensure proper approvals and appropriate account coding
 - Enter A/P, print checks, post A/P journal, export positive pay
 - Code and enter manual checks to record ACH transactions
 - Maintain vendor information: address, W-9, prepare YE 1099's
 - Staff resource for A/P expense issues and training
 - Process accounts payable for mailing
 - File processed A/P vouchers; maintain vendor files
- Corporate Purchase and Travel Cards
 - Coordinate timely collection of necessary documentation for Purchase and Travel-Card charges
 - Review account coding, and import purchases into Great Plains
 - Process payment and reconciliation of Travel cards clearing accounts
- Expense Reports
 - Review account coding, and import expenses from Concur into Great Plains
 - Staff resource for expense report issues (Concur)

- Cash Receipts
 - Lockbox: receive, open-close batches, file by month
 - Manual checks: receive/sort/copy/deposit/prep batch control sheet, open-close batches, file by month
 - Open daily iMIS batches & other batches as requested by staff
- Audit Support
 - Assist in preparation of audit schedules and requests for information, as needed
- Other
 - Prepare sales and use tax reporting and manage compliance
 - Act as backup for G/L reconciliation functions

Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.