



Position Description

Staff Accountant

Job Title	Staff Accountant-Grants
Reports to	Chief Financial Officer
Location	Building 116
Type	Salaried Exempt, Regular Full-Time

How this position supports our Mission:

The Staff Accountant is responsible for the accurate and timely accounting of New Directions Funding.

Responsibilities

- Books monthly journal entries, monitors actual versus budget data and performs bank and balance sheet reconciliations to ensure reports are prepared timely.
- Books all cash receipts and contribution revenue.
- Has familiarity with fund accounting, ensuring all expenses and revenue are recorded correctly
- Ensures all transactions for programs including all accounts payable and general ledger entries are recorded accurately, making adjustment as needed.
- Must be able to understand and interpret the principals for federal, state and locally funded programs, ops.
- Be the go to person for questions regarding assigned funding sources, financial procedures, reporting and program and agency budgets.
- Assists in independent audits and ongoing audits as performed by each funder, providing the necessary requested backup and has familiarity with what expenses are allocable and allowable according to each contract.
- Responsible for the efficient maintenance of receivable systems, G/L, account coding and the processing of accounts receivable transactions with a high level of accuracy and attention to detail.
- Attend all staff training and meetings and complies with established policies and procedures. Other duties as may be assigned in support of the goals of the department.

Required Skills

- Proficient in Blackbaud (Financial Edge & Raiser's Edge) for tasks such as GL, AR, AP, post JE & run reports.
- Requires considerable accuracy and attention to details, strong multi-tasking and organizational skills, must be analytical and have the ability to identify variances, able to prepare a variety of financial reports, able to meet tight deadline and juggle priorities, able to work collaboratively with all levels of staff and work effectively in a fast pace environment.
- Requires the exercise of independent discretion and judgment in performing accounting duties; requires meticulous, through detailed approach to work. Involves application of broad knowledge of finance, accounting and government funding principals.

Education & Experience & Other Requirements

- Bachelor's degree in Accounting or related field. Extensive related work experience in accounting/financial analysis may be substituted for college level education.

- Minimum of three years' experience and responsibility for government funded contracts or grants; three years of non-profit accounting and financial report preferred.

Other Requirements

- Provide Employment Eligibility Verification.
- Complete a background screen and drug test.
- Possess a valid California Driver's License and evidence of insurance coverage.
- Provide annual evidence of tuberculosis test.

Work Environment and Physical Demands

- High level of concentration and attention to detail for extended periods of time required.
- Ability to communicate effectively using all methods of communication with residents, individuals in the organization at all levels, outside agencies, partner organizations and consultants.
- Ability to quickly organize and communicate thoughts and to understand communications from others.
- Complex reading and writing skills with the ability to read, proof, and analyze complex documents.
- Ability to see, hear, and talk clearly in order to receive instruction and to give instructions to others.
- Ability to work independently, with others, around other, have verbal contact with others, face-to-face contact with others and prioritize work and make decisions.
- 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.
- This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 20 lbs.