



JOB DESCRIPTION

Job Title:	Staff Accountant
Office:	Finance
Reports to:	Finance Director
FLSA Status:	Full Time Salaried Exempt
Date:	Upon being hired

SUMMARY

Assists the Finance Director and the Finance staff with a variety of accounting functions, including, but not limited to, general ledger accounting, several challenging monthly bank reconciliations – many for Aglow Directors located outside of HQ office in Edmonds WA, and train to serve as back up for Finance Director as needed.

ESSENTIAL DUTIES AND REPOSNSIBILITIES include the following. Other duties may be assigned.

1. Reconcile bank statements using QuickBooks as backup for entry into Blackbaud Financial Edge Accounting system.
2. Maintain electronic banking transactions, and monitor the flow of a variety of incoming and outgoing revenues and expenses.
3. Prepare and assist with monthly journals and closing entries.
4. Maintain successful communication skills, in person, and via phone and email correspondence with in-house and many offsite directors in preparation of needed documents, including expense reporting and reconciliation of advance travel funds used, as well as, assisting in completing required reports.
5. Assist in preparation of audit schedules and reports at fiscal year-end.
6. Work in the finance room at offsite conferences, specifically overseeing onsite cash management – heavy collaboration needed with registration & sales teams, and oversight of session offerings and count processes including working with volunteers.
7. Process miscellaneous cash receipts.
8. Troubleshoot general ledger postings and reporting with an emphasis on accuracy of departmental, project and expense coding.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have good interpersonal skills with the ability to effectively respond to questions and request needed information from staff at all levels of the organization including several remote relationships throughout the United States.
2. Must have strong experience in expense reporting and allocations.
3. Must have the ability to work under pressure and meet deadlines.
4. Must be willing to accept constant changes and have the ability to adapt to those changes with another plan.
5. Must have the ability to think and carry through on details of a project from beginning to completion.
6. Must be able to travel by air and stay in hotel for offsite conferences as needed.
7. Non-profit accounting skills preferred.

COMPUTER APPLICATION SKILLS

Training and experience with:

QuickBooks

MS Office, including Outlook, Excel and Word

Experience with computerized accounting system, fluent in Microsoft Excel

Experience working with Blackbaud Financial Edge or similar accounting software is preferred

EDUCATION and/or EXPERIENCE

Associates degree (A.A.) in accounting and/or a minimum of five years related accounting experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial statements, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to produce financial documents, write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, colleagues, constituents, vendors and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to deal with problems in a quick professional manner. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to walk, sit, reach with hands and arms, and talk or hear clearly. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on a moderate level of detail in a noisy and active workplace and deal effectively with multiple interruptions.