



## EAST JOB DESCRIPTION

**JOB TITLE:** Staff Accountant

**DEPARTMENT:** Accounting

**Summary:** The Staff Accountant is responsible for posting of banking activity and all transactions affecting cash accounts. The Staff Accountant assists the Purchasing and Inventory Coordinator in completing bank reconciliations. The Staff Accountant reviews employee time allocation records for both cost allocation and PTO tracking. The Staff Accountant prepares, processes, and maintains the records for Accounts Payables. The Staff Accountant is responsible for the creation of all invoices. The Staff Accountant monitors all collection activities and receivables. The Staff Accountant works with the Purchasing and Inventory Coordinator to manage the accounting and business functions related to the procurement process. The Staff Accountant assists in preparation and entry of organizational budgets.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the posting of banking activity and oversee and assist in reconciliation of all cash activity
- Reviews employee cost allocation reporting
- Prepares remittances and processes Accounts Payable
- Prepares invoices
- Monitors and takes steps to actively collect on outstanding invoices
- Assists in the financial and operational aspects of the procurement process
- Maintains the Depreciation Schedule
- Prepares reports for staff as requested
- Enters organizational budgets into accounting software and prepares periodic budget reports for review
- Data entry of necessary information in accounting software
- Manage accounting functions related to EAST Gear such as receipt, inventory, payment, and sales
- Maintain worksheets related to balance sheet accounts
- Maintains organized records, which may include physical and/or digital files
- Other duties as assigned

### SECONDARY DUTIES AND RESPONSIBILITIES:

- Work with staff and committees to plan and deliver the Annual Conference and other events
- Assist external auditors with information needs during annual financial audit
- Take part in new school classroom installations, as needed

### QUALIFICATIONS:

- Expertise in computerized accounting systems
- Knowledge of GAAP
- Knowledge of accounting theory and practice
- Ability to communicate with a diverse population (staff, vendors and suppliers, customers, auditors, and external funding sources)
- Ability to collaborate in teams

- Ability to make independent decisions and take calculated risks
- Ability to plan and execute long-term projects
- Must be extremely detail-oriented and able to make sound decisions
- Ability to develop and maintain relationships with vendors and suppliers, staff, customers, auditors and external funding sources
- Must have a current, unrestricted driver's license
- Extensive knowledge of Microsoft Word and Excel, or Google Docs and Sheets

**SUPERVISORY RESPONSIBILITIES:**

- None

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree in accounting or finance
- Experience with Quickbooks (preferred)
- 1 year of experience in an accounting or finance capacity (preferred)
- Experience in a non-profit setting (preferred)

**LANGUAGE SKILLS:**

- English language: including punctuation, spelling, grammar, and writing technique
- Excellent written and verbal communication skills

**REASONING ABILITY:**

- Ability to problem solve using deductive reasoning skills in a timely manner

**MATHEMATICAL SKILLS:**

- Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**PHYSICAL DEMANDS:\***

- Ability to occasionally lift 35 pounds
- Ability to drive a car
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

*\*Requests for accommodation need to be directed to Human Resources.*

**WORK ENVIRONMENT:**

- Quiet to moderate noise level
- Fast paced and positive

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Signature

Print Name

Date