



Community Rebuilders

An Equal Opportunity Employer

Staff Accountant I -

Full Time/ Hourly

Summary

The Staff Accountant I reports to the Chief Financial Officer Supports their carrying out the responsibilities of the Finance/Accounting Department. Under the supervision of Staff Accountant III, the Staff Accountant I performs a variety of duties ranging from very basic transactions to intermediate accounting work. Job responsibilities include recording AR, CR, AP and routine JE's in the accounting system. This position will be a key member of the Finance Team and will track revenue and expenses as well as work with program staff on reconciliations, projections and spend-outs. In addition the Staff Accountant I will be responsible for ensuring compliance with various Federal and State rules and regulations by following established policies and procedures that have been implemented in the Finance Department. This role promotes the agency's mission and philosophy through upholding established guidelines, policies and procedures.

Essential Functions

- Classifies, codes, enters and posts financial and accounting transactions in the accounting system.
- Record bank deposits in accounting software and scans into our financial institution for deposit.
- Maintain the Fixed Asset and associated depreciation schedules.
- Assists with Balance Sheet reconciliations monthly.
- Prepares and Enters Journal Entries approved by the Accounting Supervisor and assists with Month End & Year End close of financial records.
- Generates monthly invoices to outside vendors, Grantees and others.
- Records and track monthly grant activity on tracking sheets.
- Assist in the development and implementation of new process and procedures to increase efficiency within department.
- Oversee record retention process for agency.
- Respond to inquiries from other departments regarding financial procedures.
- Ensure all established agency policies and procedures are followed as it relates to finance.
- Assists with audit preparation.
- Assist in managing credit and collection activities.
- Other duties as assigned.

Competencies

- Organizational Skills
- Communication
- Staff/Client Focus
- Discretion
- Detail Oriented
- Providing Motivational Support

- Foster Teamwork
- Integrity

Required Qualifications & Experience

- Bachelor's Degree in business, finance or accounting.
- Minimum 2 years of finance experience.
- Knowledge of generally accepted accounting principles.
- Ability to interact with people of a diverse background.
- Ability to work independently and as part of a team.
- Strong communication skills both written and verbal
- Strong organizational skills and attention to detail.
- Proficient in Microsoft Suite applications.
- Valid Driver's License.

Preferred Qualifications & Experience

- Knowledge of federal cost principles as applicable to Federal Awards/Grants.
- Knowledge of GAAP for Non-Profit Organizations.
- Experience in non-profit finance.

Work Environment

The Staff Accountant 1 primarily works in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machine, file cabinets and printers. May be required to travel to community events, housing inspections, off-site trainings or other events as assigned.

While performing the duties of this job the employee is regularly required to talk, hear, sit, stand, walk, use hands & fingers, reach and lift up to 25lbs unassisted.