JOB DESCRIPTION

Position Title: Staff Accountant

Department: Finance and Accounting

FLSA Status: Exempt

Reports to: Chief Finance Officer

Last Reviewed: March 2023

Supervises: NA

BASIC FUNCTION

The Staff Accountant is responsible for all billing, cash posting and accounts receivable using both NetForum membership database and Microsoft SL (Solomon) financial software. The Accountant is also responsible for preparing reconciliations and working with ADCES departmental staff and external vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Daily Revenue and Cash Receipt Processing (50%)
- Import lockbox cash receipts into NetForum.
- Investigate and reconcile lockbox exceptions.
- Reconcile NetForum Credit Card batches.
- Prepare and deposit all incoming checks.
- Enter other deposit information into NetForum or Microsoft SL.
- Monthly membership dues allocations and reconciliation.
- Assist Accounting Manager with the month-end close.
- Maintain deferred revenue schedules.
- Process membership and corporate refunds.

Database Transaction Analysis (20%)
- Prepare batch reconciliation.
- Update NetForum accounting function (update GL accounts, system testing, etc.).
- Work with third party vendors to investigate and resolve exceptions.
- Work with ADCES departments to investigate and resolve billing or cash posting issues.
Billing and Collections (15%)
- Issue invoices from billing request forms.
- Maintain invoice files – both outstanding and paid.
- Coordinate collection activities.
- Generate and reconcile monthly aged receivables reports.
- Follow ADCES collection procedures on aged accounts receivables.

ADCES Foundation (10%)
- Process scholarship and donor transactions.
- Prepare monthly financial reports.
- Complete monthly bank reconciliations.

Financial (5%)
- Assist with preparing work papers for the ADCES annual audit.

Additional Duties and Responsibilities
- Maintain professional working relationships inside and outside ADCES.
- Have contact with banks, auditors, staff, management, volunteers and business partners.
- Perform other duties as requested by senior management.
- Demonstrated self-starter and ability to work independently and a willingness to improve or enhance responsibilities of the position.

QUALIFICATIONS
- B.S. Degree in accounting and/or financial management.
- 3 to 5 years applicable work experience.

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of Generally Accepted Accounting Principles (GAAP) for non-profit organizations and general accounting procedures and policies.
- Advanced skills with Microsoft Office applications and donor database software.
- Demonstrated experience with accounting systems, (Microsoft SL or Great Plains preferred).
- Knowledge of membership and/or other database systems.
- Experience with general ledger/month-end processes.
- Solid interpersonal, oral and written communication skills.
- Ability to interface with staff, BOD’s, and external relationships in a professional manner.
- Ability to assist other departments with accounting issues and resolve.
- Ability to prioritize multiple and varied tasks within established deadlines.
PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files.

WORKING CONDITIONS

Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. May require occasional participation at organization sponsored events and meetings out of state.