



Position Title: **Staff Accountant**

Reports to: **Director of Finance**

Position Summary: The Staff Accountant is a key part of the Finance team with responsibility for supporting the financial operations and reporting needs of the organization. This position works closely with the Director of Finance to record accurate transactions in the general ledger and ensure proper financial reporting for two separate but related non-profit entities in compliance with policies, accounting principles, and grant requirements. The Staff Accountant prepares routine accounting transactions, reconciles general ledger accounts, and prepares financial reports for a variety of internal and external users as needed. The position requires the following:

- Clear understanding of accounting principles and processes
- Ability to analyze complex issues and propose solutions
- Dedication to creating and maintaining strong internal control procedures
- Attention to detail and strong numerical abilities
- A flexible, energetic, positive team player with commitment to providing high-quality work
- Ability to communicate clearly in written and verbal forms
- Ability and commitment to translate financial information in a manner that ensures it is accessible to non-finance-oriented colleagues

KEY RESPONSIBILITIES:

- Maintain accounting system for financial reporting for Hope Builders and Hope Builders Construction Company
- Processing bi-weekly payroll which includes: Running payroll through Paychex Flex, entering information into QuickBooks, preparing reports necessary to support tax and benefit reporting as needed
- Filing timely annual reports with outside agencies
- Reconcile accounts with internal and external systems
- Assist with the audit process to achieve timely and flawless audits
- Execute month-end closing procedures
- Process Weekly Cash Receipts, record revenue and contributions accordingly
- Organizing and filing accounting records
- Perform other duties as assigned

POSITION QUALIFICATIONS:

- Three years' experience in accounting or related field, preferably in nonprofit accounting and/or construction accounting experience
- Bachelor's degree in Accounting a plus

- Proficiency with Microsoft Office, especially Microsoft Excel
- Experience and proficiency with QuickBooks desirable.
- Strong oral and written communication skills.
- Good interpersonal and organizational skills.

ADDITIONAL REQUIREMENTS:

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

COMPENSTATION & WORK HOURS

- Salary range related to experience.
- Full medical, dental, and vision benefits for full-time, permanent positions. Additional benefits available including 401(k) retirement plan.
- Full time hourly position at 40 hours a week with some weekend and evening work required.
- Willingness and ability to work remotely.

Please note: This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

I have received, reviewed and fully understand the job description and am able to perform the essential functions as outlined.

Full Name (Printed)

Full Name (Signature)

Date