



Staff Accountant

REPORTS TO: Chief Financial Officer

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia

I. Position Summary

Performs a variety of accounting processes to include accounts payable, accounts receivable, and procurement, under limited supervision.

II. Duties and Responsibilities

Process cash receipts by entering deposits into financial software and maintaining supporting documentation.

Process accounts payables by entering vendor invoices, ensuring invoices are properly coded, preparing checks, preparing ACH disbursements, and maintaining disbursements with documentation.

Process procurement card transactions and ensure they are properly coded and entered.

Maintain efficient electronic and paper filing systems for financial records.

Maintain and communicate administrative budgets to appropriate staff.

Assist the HR department with tracking staff professional development.

Assist with employee financial on-boarding

Maintains staff expense reporting website.

Oversee office supplies procurement process.

Provide support with updating and writing procedures and policies.

Assist in audit preparation by performing such duties as gathering documents and providing various accounting summaries and reports.

Provide support to the finance team as needed to ensure all financial transactions are completed in a timely manner.

Participate in and provide administrative/financial support for fundraising and special events as needed.

Assist with research and cost comparisons for vendors to maintain cost-effectiveness and quality, including technology and computer support.

Collect W-9's for new vendors and setup up new vendors in financial accounting software.

Perform annual 1099 preparation.

Update and add vendors in constituent management software.

Protect organization's value by keeping information confidential.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations, and/or representation at training and events; build capacity and knowledge of the agency.

III. Qualifications

Have a bachelor's degree in accounting or business administration, or equivalent business experience, as well as knowledge of generally accepted accounting principles; have knowledge of accounting practices and procedures.

Work independently and set priorities; act effectively and efficiently under pressure; solve problems and exhibit strong organizational skills.

Excel at details, manage and organize multiple projects, work independently, and set priorities.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Follow through with all projects and assignments, follow timelines, and meet scheduled deadlines.

Work well in a team environment across multiple agencies and funding partners, be assertive and persuasive as necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Have strong computer literacy and the ability to learn accounting software.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, and Zoom.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required.