

Position Description: Staff Accountant		Pay Grade: 4
Program: PAC	FLSA Classification: Exempt	Effective Date: 6-20-2020
FTE Status: 1.0	Reports to Position: Chief Financial Officer (CFO)	Last Review Date: 06-20-2020

This position aspires to the guiding principle of **delivering excellence through accountability** and is expected to reflect the ten core values of: **Respect, Collaboration, Solutionary, Competent, Dependable, Cohesive, Professional, Integrity, Bold, and Innovative.**

Reporting

The Staff Accountant reports to the CFO.

PURPOSE

The Staff Accountant performs accounting and other related routine duties and project work of the Finance Department under the direction of the CFO.

This position may be held by one or more persons and the duties listed below may be distributed/assigned separately to each Staff Accountant by the CFO.

Duties may include:

- All aspects of processing bi-weekly Payroll for employees of Spectrum Generations.
- All aspects of processing bi-weekly Accounts Payable, including obtaining approvals, purchase requisitions, receipts, & coding, reconciling credit card statements, data entry, and sending checks.
- Producing Payroll Reports, recording payroll cash out, and preparing journal entries.
- Working with HR on various Benefits Reconciliations and reporting.
- Preparing General Ledger journal entries and performing GL account reconciliations.
- Preparing Depreciation schedules and related Journal Entries.
- Applying Allocations as approved by the CFO (e.g., based on relative salaries or square footage).
- Preparing all necessary period-end closing journal entries, submitting to CFO for approval, then entering into accounting software system (currently, Microsoft Great Plains Dynamics).
- Preparing Financial Statements in summary and by program for CFO review.
- Processing Billings for all services and recording related Accounts Receivable – which may include validating billable hours against service authorizations and contracts, and Invoicing Private Pay consumers, MaineCare, EIM, VA, ADCSS, CCMP, CACFP, etc.
- Reconciling monthly Bank Statements.
- Maintaining subsidiary account schedules (e.g., building maintenance, payroll, municipal funding, donations, and taxes, etc.)
- Preparing, reconciling and paying Sales and Use Taxes and Service Provider Taxes.
- Preparing financial data required for Municipal Donations and Grants RFPs.
- Preparing Special Events’ work-in-progress and final reports.
- Contributing to Budgeting processes, as directed by CFO.

Staff Accountant

- Complying with specific requirements of all funding streams, including reporting and Cash Receipts processing.
- Assisting CFO with agency's Independent Audit, including schedules and documents' preparation through-out the fiscal year and by providing explanations of transactions and procedures and supporting materials whenever requested.
- Assist in meeting fundraising goals by participating in Spectrum Generations events and activities.
- Complying with all HIPAA rules and regulations.
- Performing other duties as assigned by CFO.

Supervisory Responsibility: Yes No X

Knowledge, Skills, and Abilities:

- Knowledge of accounting principles, practices, methods, and techniques to perform a variety of routine accounting assignments.
- Knowledge of Microsoft Great Plains Dynamics accounting software, in order to locate and enter data, compile information, and prepare reports (which reports to be designated by the CFO).
- Ability to enter data accurately and quickly into a variety of software systems (Excel, Great Plains, etc.).
- Knowledge of Fund Accounting.
- General knowledge of business law and statistics.
- Skill reconciling accounts, recommending corrections, and entering adjusting entries.
- Skill analyzing accounting information to prevent, detect, and correct errors and omissions.
- Skill responding to auditors and other external organizations' information requests, as directed by the CFO.
- Strong organizational skills and ability to handle multiple projects efficiently and in a timely manner, always keeping the CFO well-informed.
- Strong written and oral skills to communicate with a variety of people through different media.
- Ability to establish and maintain effective relationships with employees and vendors.
- Knowledge of the organization's programs and policies and developing the ability to recognize financial/accounting impact of different courses of action.

Education/Training/Experience:

1. Minimum of a B.S. degree in Accounting, or Business with major in Accounting;
2. Prefer 2-4 years accounting experience (& have some auditing experience);
3. Prefer knowledge of Microsoft Great Plains Dynamics software.

Working Conditions and Physical Demands

Normal office environment in a modern facility, with excellent working conditions. Light physical demands including standing, walking, some lifting of 25 pounds or less; prolonged sitting; bending; working at a computer for long periods of time.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job, or to require that additional or different tasks be performed when circumstances indicate.

Staff Accountant

Job Description Approved By:

Department Head

Date

Director Human Resources

Date

This job description has been orally reviewed with me and I have read and received a copy. I fully understand what is required of me. I accept the position and agree to abide by the requirements and to perform all duties and responsibilities to the best of my ability and according to policy. I also understand Spectrum Generations policy to not discriminate in its employment practices. Staff will be hired, promoted, evaluated, and other employment practices will be determined without regard to race, color, ancestry or national origin, age, sex, religion, physical or mental disability, exercise of rights under State or Federal law, and sexual orientation, as required by all state and federal regulations. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee.

Employee Signature

Date