

## Job Description

<b>Job Title</b>	Staff Accountant	<b>FLSA Classification</b>	Exempt
<b>Salary Grade</b>	AO-27	<b>Reports to</b>	Sr. Finance Manager
<b>Approval Date</b>	2021	<b>Travel</b>	5%
<b>Department</b>	Accounting & Finance	<b>Location</b>	Wayne, PA
<b>Hours</b>	M-F day shift	<b>Weekends:</b>	As needed

### JOB DESCRIPTION

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#### Summary/objective

This position is responsible for assigned general accounting responsibilities performed in a timely and accurate manner. This position is responsible for developing, preparing, and analyzing financial statements; developing budgets and forecasts, and resolving variance issues; bank account reconciliations, and completing special accounting projects/analysis as needed.

#### Essential functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Analyze financial information and prepare financial statements including monthly and annual accounts
- Identify, investigate, and resolve financial reporting questions and irregularities.
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Develop financial reports based on funder or partner information needs; ensure reporting deadlines are met
- Ensure accurate and timely monthly, quarterly, and year-end financial close
- Perform mid-level general ledger account reconciliations, verify accuracy of data, and report, identify, and correct errors made by both internal and external personnel
- Ensure that sound internal control procedures are in place and that appropriate procedures are communicated to constituents
- Continuously manage and support budget and forecast activities
- Develop and maintain financial databases
- Participates in internal and external audits as required
- Process semi-monthly payroll
- Maintain time and attendance
- Other duties as assigned

#### Additional Job Functions

- Occasional travel to the local post office
- Occasional travel to the off-site storage unit to retrieve documents

#### Competencies

- Advanced Excel
- Experience utilizing an accounting software package(s)
- Excellent communication skills
- Ability to juggle multiple priorities and rapidly changing needs/time management

### **Supervisory responsibilities**

There are no supervisory responsibilities for this role. Training staff in time and attendance or similar systems may be required as well as interacting with the Accountant and occasionally directing work of the Accountant.

### **Work environment**

*The work environment is standard indoor office environment.*

### **Physical demands**

*The physical demands are standard indoor office environment-sitting, standing, pushing, pulling, keyboarding, occasional lifting of boxes of envelopes, papers, checks, etc.*

### **Travel required**

*Minimal travel required. The travel for work environment is standard hotel/convention center indoor environment.*

### **Required education and experience**

- Bachelor's Degree in Accounting
- Three to five years of relevant accounting experience
- One to three years of payroll processing

### **Preferred education and experience**

- ADP payroll processing experience
- Microsoft Dynamics Great plains experience

### **Additional eligibility requirements**

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

This job description has been approved by:

Manager \_\_\_\_\_

Date \_\_\_\_\_

HR \_\_\_\_\_

Date \_\_\_\_\_



Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_