

## **JOB TITLE: Staff Accountant**

**Department:** Fiscal  
**Reporting Manager:** Chief Financial Officer  
**Position Status:** Full-Time  
**Classification Level:** Exempt  
**Revised:** April 2021

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**POSITION SUMMARY:** The Staff Accountant works closely with the Senior Accountant to manage the Agency's bi-weekly payroll, weekly accounts payable, and related financial reporting. Process payroll, which includes the collection, verification, and reconciliation of all payroll inputs, as well as the related Journal entries. Accounts payable includes all vendor management and AP processing. This position will also provide additional support to the Senior Accountant and CFO by assisting with various audits, and completing other ad hoc projects.

### **Essential Functions of the Position Include, But Are Not Limited to:**

#### Primary Responsibilities:

##### *Payroll/Financial Statements*

- Maintain data base with personnel changes and staff expense allocations
- Input salary, withholding, deduction changes & onboard/term employees in ISolved/CTR payroll system
- Reconcile bi-weekly payroll with ISolved/CTR preliminary reports
- Distribute payroll checks, calculate and input payroll journal entries
- Prepare upload of employee retirement deductions; make loan payments; transfer funds between bank accounts
- Monitor retirement plan compliance with Senior Accountant/CFO
- Monthly Procedures:
  - Reconcile all payroll from ISolved/CTR monthly reports to FundEZ (accounting system).
  - Prepare journal entries for workers' compensation, medical withholding, NYS disability and health insurance
  - Prepare Pension allocation and upload; prepare journal entry
  - Process NYS Disability/PFL bill for payment
  - Reconcile payroll to the financial statements for grant billing
  - Record any payroll accruals required for grant year ends
- Quarterly
  - Reconciliation of 941 to FundEZ
  - Reconcile payroll related balance sheet accounts
- Annually – Reconcile W-3 to Financials
- Monitor external changes effecting payroll (e.g. legislation impact to process and payroll requirements)
- Assist the Grant Coordinator as needed for grant billing
- Assist with annual ERISA audit

##### *Accounts Payable*

- Processing of vendor invoices and employee reimbursements insuring that appropriate supporting documentation is provided for accurate grant accounting
- Managing vendor relations
- Ensure compliance with contracts and renewal schedule
- Manage the Agency's equipment listing and purchase schedule

*Additional Responsibilities*

- Assist with annual financial statements and funder audits as needed
- Assist CFO/Senior Accountant in 403(b) annual audit

**Position Qualifications:**

- **EDUCATION:** Minimum Bachelor’s degree in Accounting or Finance
- **EXPERIENCE:** Minimum one year of experience, with public accounting or not-for-profit experience preferred. Knowledge and experience with accounting software, and Microsoft office products (Excel, Outlook)
- **SKILLS:**
  - Possess strong knowledge of payroll related processes/issues and financial statements including, but not limited to, expense allocations, disability, family medical leave, union contract, policy and procedures, worker’s compensation, pension and health benefit bills
  - Excellent excel skills
  - Demonstrate high level of professionalism and confidentiality of staff information and business property.
  - Understanding and adaptability of payroll related challenges
  - Ability to collaborate with Fiscal team members to achieve the department’s goals, objectives and strategic direction
  - Must be able to exercise sound judgment, manage multiple tasks, and establish priorities in a rapidly changing and fast-paced environment. Must be able to set goals and create timelines for implementation
  - Grant accounting experience a plus

**Position Requirements and Working Conditions:**

<b>Physical Activities</b> <i>Check all that apply</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending stairs and the like.	<b>O</b>
Remaining in a stationary position, often standing or sitting for prolonged periods.	<b>C</b>
Moving about to accomplish tasks.	<b>O</b>
Communicating with others to exchange information.	<b>C</b>
Repeating motions that may include the wrists, hands and/or fingers.	<b>C</b>
Travel to meet with various stakeholders.	<b>O</b>
Assess risk, detect risk factors for site safety purposes through being aware of surrounding environment, individuals, noises, observations, etc.	<b>O</b>

<b>Environmental Conditions</b> <i>Check all that apply</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Low temperatures.	<b>N</b>
High temperatures.	<b>N</b>
Outdoor elements such as precipitation and wind.	<b>N</b>
Noisy environments.	<b>O</b>
Hazardous conditions.	<b>N</b>
Poor ventilation.	<b>N</b>
Small and/or enclosed spaces.	<b>N</b>
No adverse environmental conditions expected.	<b>C</b>

<b>Physical Demands</b> <i>Check only one</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Sedentary work that primarily involves sitting/standing.	<b>C</b>
Light work that includes moving objects up to 20 pounds.	<b>O</b>
Medium work that includes moving objects up to 50 pounds.	<b>N</b>
Heavy work that includes moving objects up to 100 pounds or more.	<b>N</b>