JOB DESCRIPTION

Position Title | Department | Reports to
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Junior Accountant | Finance | Director of Finance

Employment Status | FLSA Status | Effective Date
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☒ Full-Time ☐ Part-Time ☐ Temporary | ☒ Non-Exempt ☐ Exempt | May 2023

POSITION SUMMARY
The Staff Accountant supports the organization by providing financial and administrative support including processing and reconciliation of cash receipts between systems, preparation of general or adjusting journal entries, updating general ledger workpapers and assist with supporting schedules relating to grants, programs, or other donor related activity. This position reports to the Director of Finance and works closely with the Senior Accountant.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions include, but are not limited to the following:

RESPONSIBILITIES
- Import Cash receipts data weekly from our Pledge Processing (AR) Database.
- Reconcile Cash receipts financial information between accounting system and pledge processing database.
- Reconcile Cash receipts imports with the daily deposit log tying to the bank.
- Record monthly banking/processing fees.
- Drafts the reconciliation of the operating bank statement for review and processing by the Senior Accountant.
- Prepare standard, general and adjusting journal entries as directed.
- Prepare a variety of complex and recurring accounting-related reports, summaries, and reconciliations with the Senior Accountant.
- Downloads and prepares monthly/quarterly statements for our internal departments.
- Assists in the preparation of schedules to support grants, programs, and other donor related activity.
- Assists in the reconciliation and maintenance of workpaper schedules for various balance sheet accounts.
- Assists with Annual Budget and Annual Audit as well as other high-priority projects within the department.
- Maintain compliance with accounting standards, government regulations, and tax laws.
- Attend organizational, departmental and committee meetings as directed.
- Assist with the organization’s disaster response efforts.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

EDUCATION/EXPERIENCE
- Associate’s or Bachelor’s degree in Accounting, Finance, Business, or related field preferred.
- 2+ years progressive accounting/bookkeeping experience in public accounting or similar work environment.
- Knowledge of not-for-profit accounting MIP software preferred.
- Strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with accounting software and general ledgers.
- Strong organization, oral and written communication skills.
Ability to work independently and manage multiple projects and deadlines
Ability to promote excellent performance in self and others
Ability to solve problems independently, effectively, and creatively
Demonstrated attention to details
Ability to conduct research, study and synthesize data, and establish priorities
Flexibility and ability to work on multiple high-priority projects
Demonstrated outstanding accounting skills

**Physical Demands and Work Environment**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

**Note**
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: ___________________________ Name (print): ___________________________
Title: ___________________________ Date: ___________________________

Received and accepted by

Signature: ___________________________ Name (print): ___________________________
Title: ___________________________ Date: ___________________________

United Way of Palm Beach County is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.