



Job Description

Title: Staff Accountant

Classification: Full Time Exempt

Reports to: CFO

Education:

Associate's Degree in Accounting

Experience:

5 years' experience in public/private accounting, analysis, and budget preparation.

Certificates, Licenses, Registrations:

None listed

Language Skills:

Must have the ability to read, analyze, and interpret professional journals or technical procedures written in English, the ability to type reports and business correspondence in English, and the ability to effectively communicate in English.

Physical Demands and Working Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a moderate amount of sitting, walking and the frequent use of hands and arms. Talking and listening will be a major component. Occasionally, light lifting will be required. The ability to focus with the eyes for close range and be able to distinguish colors is required. Additionally, the work environment is a typical climate-controlled office environment and the noise is usually moderate.

Position Goal:

This position is responsible for AP, Credit Card and Bank Reconciliations, Tuition Deposits, Fixed Assets and Depreciation Schedule and Investment Schedules roll-forward. Provide overall assistance to the CFO on daily/monthly/annual finance responsibilities.

Must have excellent writing and communication skills as well as attention to detail. Must have strong ability to multitask and work under pressure. Must be Proficient in Quick Books, Excel and Microsoft Word. Must have a high level of professionalism, confidentiality, accountability, and attention to detail. Must have cost accounting and budget experience.

Responsibilities:

Finance:

- Accounts Payable & 1099 Filings
- Bank Reconciliations
- Balance Sheet analysis
- Renew the Sales Tax Exemption Certification
- Maintain Depreciation and Fixed Asset Schedule
- Post various Journal entries as assigned by the CFO
- Assist CFO in financial statement preparation
- Maintain vendors contracts

Cash Management and Investments for Centers and Foundation:

- Reconcile investment roll forward to monthly investment statements.
- Tuition Deposits
- Reconcile Credit Card Activities

Agency Audit:

- Assist CFO with fiscal information, audit schedules, foot notes to auditors
- Coordinate information from departments as required by the auditors

Program:

- Assist the CFO in providing fiscal information requested by auditors/monitors

Special Projects:

- Assist the CFO on various projects as assigned.

Other:

- Quality – The extent to which an employee’s work is accurate, thorough and neat.
- Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
- Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
- Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
- Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
- Independence – The extent to which an employee performs work with little or no supervision.
- Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
- Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations and adheres to company policy.
- Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.

I have read and agree to this job Description:

Employee

Date

Chief Financial Officer

Date

Please send resume and cover letter to
Barri Dash
Director, Human Resources
Florence Fuller Child Development Centers, Inc.
bdash@ffcdc.org