

Anew: Building Beyond Violence and Abuse

Job Description

Title: Staff Accountant	Department: Administration
Type: Full-Time	Reports To: Chief Financial Officer
Classification: Exempt	Supervises: N/A

Job Summary:

Do you have strong attention to detail and a drive to serve others? Are you a team player who understands the role of finance in supporting a nonprofit mission?

The Staff Accountant is a member of the Administration department at Anew. Responsibilities of this position center on supporting the Finance and HR department functions of Anew to achieve organizational goals and ensuring that agency compliance obligations are met. Responsibilities of this position include, but are not limited to, assisting with the accounts payable process, the bi-weekly payroll process and the month end close process.

The Staff Accountant will possess a solid ethical framework and understanding of confidentiality. This individual will have patience with routine, have strong attention to detail, and be able to manage and complete tasks under specific deadlines. The Staff Accountant should be able to work well with other departments within the agency while completing tasks independently. This individual should have the ability to adapt and adjust in a changing environment.

Responsibilities

- Assist in the daily transactional duties of the Administration department related to finance and human resources, including accounts payable, cash, payroll, fixed assets, account reconciliations and grant reporting.
- Review expense requests, match purchase orders to invoices, code and enter accounts payable invoices into financial system, maintain vendor files and database, serve as backup for processing checks, void checks in financial system as needed.
- Initiate, code and enter ACH payments in financial system.
- Code and enter deposits into the financial system, maintain deposit files.
- Reconcile monthly credit card statements, ensure proper approvals and invoices/receipts, code transactions and enter transactions into the financial system.
- Coordinate gift card distribution and maintain gift card inventory, maintain excel tracking spreadsheet and support documentation, reconcile general ledger account and prepare journal entry monthly.
- Maintain agency fixed asset inventory listing, calculate depreciation and prepare journal entry monthly. Complete annual review and audit of fixed assets, maintain fixed asset files.
- Assist with month, quarter and year end grant financial reporting; track and prepare monthly savings program documents for participants.
- Prepare monthly account reconciliations, program allocations, as well as month and quarter end close support files.

- Assist in the bi-weekly payroll process, including reviewing timesheets, completing department summaries, entering payroll into the payroll software, and recording payroll and payroll taxes in financial system.
- Maintain payroll files, track staff PTO, prepare/copy payroll records for grant reporting.
- Assist in the renewal of insurance policies and insurance audits.
- Maintain W9 files and prepare annual 1099 forms.
- Assist with annual financial audit and other grant-related audits/site visits.
- Assist with the maintenance of financial and human resource policy and procedure manuals.
- Assist in other finance and human resource projects, as needed.
- Attend Anew All-Staff meetings.
- Attend supervision meetings.
- Other duties as assigned.

Qualifications

- At least one year experience in accounting and related Bachelor's degree required.
- Familiarity with GAAP.
- Experience in a non-profit, social service, or trauma-related environment is a plus.
- Proficient in use of Excel and other Microsoft Office applications.
- Ability to utilize software and work with databases such as Quickbooks. Experience working with Quickbooks and/or Paychex is a plus.
- Excellent verbal and written communication skills and interpersonal skills.
- Must be detail-oriented with the ability to organize and prioritize work to meet strict deadlines.
- Must have reliable transportation.
- Must be able to operate general office equipment.
- Must be able to stand/walk for periods of time and lift up to 25lbs.
- Ability to handle sensitive information in a confidential manner required.
- Ability to demonstrate the values of Anew.
- Complete Domestic Violence 40-Hour Training within two years of hire.

Compensation and Benefits

The hiring range for the position is \$48,618 - \$60,772 annually for 40 hours/week. Anew offers benefits including 14 paid holidays per year; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; employee assistance program and the ability to contribute to our 403(b) plan with 3% agency matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your resume to careers@anewdv.org.

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual

orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at www.anewdv.org.