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|  **FAMILY ELDERCARE** **Staff Accountant** **Job Description** |
| Job title: Staff Accountant | Work Location: Rutherford Office / Hybrid |
| Program: Finance  | Reports to: Finance Manager  |
| Position Status - Full-timePosition FLSA Classification - Exempt | Salary Range - $50,000.00 - $65,000.00 |
| The Staff Accountant performs accounting and bookkeeping responsibilities to include review, verification, and posting of Payroll, AP and AR transactions to journals or ledgers while ensuring accuracy.**Essential Duties and Responsibilities:*** Prepare and process bi-weekly payroll
* Run Monthly Allocation Reports
* AP Invoice Allocation
* Coordinate with Director of Human Resources to ensure employee benefits are accurately billed
* Oversee Accounts Payable entries and check runs
* Assist with Daily Deposits as needed
* Prepare Bank Reconciliation
* Reconcile credit card statements
* Prepare journal entries – payroll, month end and accruals
* Maintain and file accounting records both physically and electronically, complying with applicable State and Federal laws, such as HIPAA
* Work with Finance Manager to assure proper month end cut-off
* Assist with Govt Contract Billing
* Assist with Grant Reporting
* Assist with preparation and finance responsibilities for various audits
* Review and reconcile W-2’s and 1099’s
* Perform special projects as assigned
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| **Education and/or Work Experience Requirements:** * Bachelor’s degree from a four-year college or university with emphasis in Accounting and/or Finance Management or equivalent experience.
* 3+ years’ experience in nonprofit and fund accounting roles
* Current experience using MS Office products; advanced knowledge of accounting and reporting software; MIP Fund Accounting and Paycom (or similar HRIS/payroll system)
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| **Working Conditions/Physical Requirements:*** Ability to work in an office setting with significant amount of time spent on computer
* Ability to drive to external locations for company business as needed
* Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
* Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal,

state and local standards* Ability to lift and carry up to 20 lbs.
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| **Competencies:*** Commitment to Family Eldercare's mission, vision, values, and programs with ability to convey that information
* Working knowledge of applicable local, state, and federal payroll and accounting regulations
* Represent agency in a professional and favorable manner
* Strategic, creative, and critical thinker
* Impactful in a changing environment with limited structure
* High initiative with ability to hit the ground sprinting
* Ability to consistently meet deadlines in a face-paced, changing environment
* Respect for diversity; effective response to professional supervision
* Ability to make constructive use of supervision
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| **Acknowledgement and Review:**By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.  |
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| Print Employee Name: |
|  Employee signature: Date: |