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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-time  Position 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 | |
| **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) | |
| |  | | --- | | **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. | | **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 | | **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. | |  | | |
| Print Employee Name: | |
| Employee signature: Date: | |