



INSPIRING
YOUTH

Position Title: Staff Accountant
Reports to: Chief of Staff
Type: Hourly 25-35 hours per week
Compensation Range: \$30.00 - \$45.00 per hour

Job Function:

The Staff Accountant reports to the Chief of Staff and is responsible for overseeing the daily operations of accounting with oversight by the Fractional CFO. Responsible for various key processes including daily and monthly operations where attention to accuracy and detail is imperative. This position will work in QuickBooks Online entering daily transactions, ensuring financial information is reliable and maintaining proper supporting documents for all transactions.

Accounting Responsibilities:

- Enter, code and route AP invoices for approval. Accounts payable invoice to cash responsibilities.
- Create and email all AR invoices in QuickBooks.
- Track receivables and aging detail in QuickBooks and follow up on past due balances.
- Reconciliation of bank accounts in QuickBooks. Monitoring of GLs and reconciliations
- Manage monthly credit card and expense reports.
- Scan and post all bank remote check deposits.
- Review all Workday employee time entries for each pay period and prepare summary hours' report & salary allocations.
- Process credit card donations and event registrations through online platform (QGiv).
- E-file supporting documents for all bank transactions and vendor information.
- Prepare and file annual Payroll reporting (941, W2s and 1099)
- Document and update accounting procedures.
- Assist with annual audit and preparation; working closely with auditors.
- Assist with month end closing tasks, including account reconciliations. • Perform or assist with other projects assigned
- Assist with other JA tasks or events as required

Qualifications:

- Degree in accounting, or related area is preferred or minimum of 2 years of accounting experience
- 2+ years of relevant experience in an office setting using QuickBooks Online required.
- Proficient computer skills, including but not limited to automated AP invoice entry, Outlook, Word, and Excel. Other system knowledge in Workday, CRM, payroll would be beneficial.
- Attention to detail.
- Not for Profit accounting experience preferred • Strong verbal and written communication skills.
- Self-starter with initiative to work independently with minimum supervision and handle confidential matters appropriately.

To Apply:

Send cover letter and resume to: Linda O'Connell at: loconnell@jasandiego.org

This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.