



POSITION DESCRIPTION

Title: Staff Accountant

Reports to: Controller

Position Summary: Performs multiple duties related to accounting operations.

Responsibilities:

- Prepares, records and processes accounts payable and cash disbursements for operating expenses on a biweekly basis.
- Works with the Vice President, Grant Programs to review and processes grant payments on a biweekly basis.
- Prepares, records and processes custodial fund payments on a quarterly basis, or as otherwise required by the terms of fund agreements.
- Posts other transactions to the general ledger and performs detailed analyses of accounting activities, including budget to actual results. Identifies discrepancies and makes recommendations for correction.
- Assists with investigation, resolution, and response to all internal and external inquiries regarding financial matters, or makes appropriate referrals on other matters, promptly and graciously.
- Maintains files on life insurance gifts and generates premium gift reminders to Development staff.
- Reconciles monthly bank statements.
- Prepares monthly investment reconciliations.
- Reconciles and maintains the Foundation's corporate card program.
- Assists in the annual external audit, as needed.
- Performs other related duties, as assigned.

Qualifications and Skills

- Bachelor's degree or 3 years accounting experience
- Proficiency in database management and Excel
- Detail oriented
- Solid capacity to analyze and interpret financial data and think critically
- Ability to manage time, handle pressure and meet deadlines
- Well-organized with the ability to juggle myriad tasks
- Ability to act independently and resolve complex issues
- Flexibility and a sense of humor

Application For full consideration, please submit a cover letter of application, resume, and contact information for three professional references to lwhitney@jcfhartford.org