

## Staff Accountant (Full-Time)

### Job Description

Staff Accountant is responsible for daily bookkeeping activities and participates in: month-end closing, audit schedules, grant reporting for multiple companies.

### Responsibilities and Duties

- Deposits checks received and post accurately to customers account in QuickBooks
- Accounts Payable - enter and ensure all payments are made timely and expenses are recorded to proper account and grant. Should be able to differentiate between prepaid, accrual and deferred expenses
- Maintain petty cash and reconcile monthly
- Reconcile balance sheet accounts and resolve discrepancies
- Prepare journal entries as needed.
- Fixed Asset/Depreciation Management
- Assist with annual audit including related schedules
- Communicate with Program Directors
- Complete MWBE and SDVOB reports as required
- Submit unclaimed funds to NYS in a timely manner
- Assist with preparation of funder reports
- Performs other related duties as assigned

### Skills

- Demonstrated proficiency in Excel and QuickBooks
- Strong Knowledge of GAAP
- Analytical Skills
- Decision Maker
- Demonstrates high level of accountability, responsibility, adaptability and dependability
- High level of professionalism and work ethic
- Excellent Interpersonal Skills
- Proven Time Management Skills
- Budgeting and Fiscal management
- Computer Proficiency
- Self-motivated with Individual Initiative
- Ability to stay composed and on task during busy times

### Education/Experience:

Bachelor's Degree in Accounting. Ten or more years accounting experience preferred. Experience in management of federal source contracts a plus. Previous experience working in nonprofit organization. Working knowledge of governmental and non-governmental contract guidelines.

**Submissions must include cover letter and resume. Send cover letter and resume to [tdalka@tscwny.org](mailto:tdalka@tscwny.org)**

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