



Position Title: **Staff Accountant (Month End & Payroll)**

Reports to: **Director of Finance**

Position Summary: The Staff Accountant is a key part of the Finance team with responsibility for supporting the financial operations and reporting needs of the organization. This position works closely with the Director of Finance to record accurate transactions in the general ledger and ensure proper financial reporting for two distinct but related non-profit entities in compliance with policies, accounting principles, and payroll processing. The Staff Accountant prepares routine month end accounting transactions, reconciles general ledger accounts, and prepares financial statements and processes all payroll tasks. The position requires the following:

- Clear understanding of accounting principles and processes
- Ability to analyze complex issues and propose solutions
- Dedication to creating and maintaining strong internal control procedures
- Attention to detail and strong numerical abilities
- A flexible, energetic, positive team player with commitment to providing high-quality work
- Ability to communicate clearly in written and verbal forms
- Ability and commitment to effectively maintaining and improving payroll processes

POSITION DELIVERABLES:

- Accurate and timely processing of bi-weekly payroll
- Complete the month-end duties on time

KEY RESPONSIBILITIES:

- All responsibilities below are for both Hope Builders and Hope Builders Career Connections
 - Maintain and execute all payroll related tasks and processes with accuracy and efficiency
 - Execute month-end closing transactions and procedures
 - Reconcile accounts with internal and external systems
 - Assist with the audit process to achieve timely and flawless audits
 - Perform other duties as assigned

POSITION QUALIFICATIONS:

- Three years' experience in accounting or related field, preferably in nonprofit accounting and/or construction accounting experience
- Bachelor's degree in Accounting a plus
- Proficiency with Microsoft Office, especially Microsoft Excel

- Experience and proficiency with QuickBooks and Paychex Flex.
- Strong oral and written communication skills.
- Good interpersonal and organizational skills.

ADDITIONAL REQUIREMENTS:

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

COMPENSTATION & WORK HOURS

- Salary range related to experience. \$26-\$28/hr
- Full medical, dental, and vision benefits for full-time, permanent positions. Additional benefits available including 401(k) retirement plan.
- Full time hourly position at 40 hours a week with some weekend and evening work required.
- Willingness and ability to work remotely.

Please note: This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

I have received, reviewed and fully understand the job description and am able to perform the essential functions as outlined.

Full Name (Printed)

Full Name (Signature)

Date