



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Staff Accountant

Department: Finance

Classification: Exempt

Reports to: VP of Finance

JOB DESCRIPTION

Summary

Reporting to the VP of Finance, the Staff Accountant will be responsible for the completion of daily, weekly, monthly, and yearly accounting functions within the organization. Additional tasks may be assigned, and the below list is not all inclusive.

Essential Duties and Responsibilities

- Perform daily accounting functions of accounts payable, cash receipts and accounts receivable and assist Controller with month end close and journal entry preparation on an accrual basis.
- Prepare payroll allocations, benefit allocations, and payroll accruals and enter payroll and benefit journal entries.
- Manage and monitor financial compliance of federal, state, county, and city grants, as well as non-government contracts and grants.
- Allocate expenses to grantors and contractors as well as indirect costs, track spending each payroll and maintain cumulative tracking sheets for grants and contracts.
- Prepare invoicing for funders by due dates, reconcile to the general ledger, and enter invoices into Accounts Receivable system.
- Assist with preparation of budgets for new grant applications and budget revisions and financial reports for existing grants.
- Assisting in preparation of schedules to support financial audits
- Acting as backup to other staff on the Finance team
- Any other responsibilities deemed appropriate and necessary by the Chief Finance Officer

Cash Management

Complete Bank reconciliation and depreciation for all entities.

Competencies

- Strong written and oral communication skills with ability to prepare clear, concise documentation and reports.



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- Professional Integrity
- Problem Solving/Decision Making
- Learning Agility
- Advanced experience using Microsoft Office, especially Excel
- Ability to work effectively under pressure, with excellent skills in initiating solutions
- Excellent verbal and written communication
- Ability to work independently and within teams in a fast-paced environment
- Highly organized with exceptional attention to detail and accuracy
- Ability to manage and make progress on multiple projects simultaneously
- Ability to perform special and specific financial and statistical analysis
- Exceptional ability to work collaboratively and provide customer service with internal staff and external partners

Required Education and Experience

- Bachelor's degree in accounting or equivalent, or three or more years related experience
- Solid understanding of GAAP and grant accounting processes

Preferred Education and Experience

- Non-Profit Experience
- Knowledge of Yardi accounting and construction module experience a plus
- Blackbaud Financial Edge experience a plus

Work Environment

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties



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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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