



Job Title: Staff Accountant
Department: Finance Location: Newark
Reports To: Vice President of Finance

FLSA Classification: Exempt x Non-exempt _____

Job Summary

Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures. Assist in reconciliations and preparation of annual budget. Serve as a liaison that perform financial and reporting activities between Council, Employees and Payroll Vendors.

Essential Duties and Responsibilities

- Prepares profit and loss statements and monthly closing and cost accounting reports.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establishes, maintains, and coordinates the implementation of accounting and accounting control procedures.
- Analyzes and reviews budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitors and reviews accounting and related system reports for accuracy and completeness.
- Prepares and reviews budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyzes revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Explains billing invoices and accounting policies to staff, vendors and clients.
- Resolves accounting discrepancies.
- Recommends, develops and maintains financial data bases, computer software systems and manual filing systems.
- Supervises the input and handling of financial data and reports for the company's automated financial systems.
- Interacts with internal and external auditors in completing audits.
- Develops the annual operating budget and consult with departmental management on the fiscal aspects of program planning, salary recommendations, and other administrative actions.
- Provides accounting policy orientation for new staff.
- Other duties as assigned.

Competencies and areas of expertise may include

- Interpersonal Relations - establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others.
- Oral and Written Communication abilities; expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate information effectively to non-technical people which includes a diverse group of girls, volunteers, and staff.
- Problem-Solving - identifies and analyzes existing and potential problems systematically and thoroughly; reports/documents the problem; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; defines and implements solutions to problems; makes independent decisions and exhibits strong resourcefulness in finding solutions.
- Project Management – demonstrated ability to coordinate multiple projects while managing conflicting priorities and deadlines; formulates short and long-term project goals, objectives, schedules, and priorities in line with Council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-to-day administrative tasks.
- Payroll Administration – business acumen combined with preparation and process of payroll; capturing of new employees, PTO, terminations, and knowledge of appropriate policies and procedures for day-to-day management of all payroll functions.

Physical Demands

Must be able to work both in an office setting and independently and capable of lifting 25 pounds.

Direct Reports

- Interns/Temporary Staff when applicable

Travel

- Minimal

Education/Experience

- Bachelor Degree in Accounting/Finance, or related field from an approved college or university.
- Three to five years of accounting experience
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.

- Knowledge of financial and accounting software applications.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements and projections

The Following Requirements Apply to All Positions

- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program, and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained. While all jobs involve dealing with stressors, the particular stressors may vary job to job.
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require, handling more than one task concurrently and, easily adapting to new assignments, systems, and processes.
- Possess a valid Driver's License and have regular access to a reliable vehicle.
- While all these continuing responsibilities apply to all jobs in Girl Scouts, the specific ways in which they apply, vary from job to job.

Exposures and Environment Conditions

- None