
Reports to: Chief Financial Officer

Department: Accounting Services

Classification: Full-time

Status: Non-Exempt

POSITION SUMMARY: The Staff Accountant will be responsible for a variety of job duties that are designed to maintain our financial integrity. The Staff Accountant will work directly with other members of the accounting team to ensure the delivery of effective, efficient accounting services.

ESSENTIAL FUNCTIONS:

- Reviews incoming order forms for proper coding, quantities requested and authorized approvals; issues orders to approved vendors, inspects, and verifies supplies received against invoice and packing slip; initiates requests for vendor corrections.
- Coordinates and processes agency apparel requests.
- Assists with developing bid packets for agency purchases based on procurement policies and procedures, in conjunction with Program Directors and CFO.
- Processes invoices for Transportation Services.
- Processes month-end journal entries.
- Build and maintain allocation distribution codes.
- Processes monthly grant reports and corresponding A/R invoices.
- Review accounts payable entries prior to posting.
- Reconciles monthly bank statements, petty cash, and travel reimbursements.
- Coordinate travel for agency employees including reservations, registration, per diem calculation, and expense reimbursement.
- Record daily monetary collections on the Deposit Record spreadsheet.
- Prints Housing Payment Checks and Processes ACH Direct Deposit file with bank.
- Assists with external monitoring reports, program audits and agency audits.
- Manage all aspects of contracts within the agency from onset to renewal.
- Participate in training and instruction as directed.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

- Advanced computer skills on Microsoft Office and/or ability to learn various systems.

- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt.

Desired:

- Federal and state grants management.
- Accounting, audit, and financial management.

EDUCATION AND QUALIFICATIONS:

- Bachelor of Business Administration Degree in Accounting, Business, or related field.
- Minimum of two years of related experience.
- Possess current, valid driver's license and meet agency insurance underwriting guidelines.
- Submit to and pass standard criminal history check.
- Submit to and pass standard drug screen test.
- Obtain First Aid card and CPR certification.
- Be fully vaccinated for COVID-19 before beginning employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Sit or occasionally stand; walk and stoop, kneel, or crouch.
- Regularly lift and/or move up to 30 pounds.
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional exposure to wet and/or humid conditions.
- Outside weather conditions.
- Extreme cold and extreme heat.
- Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT: “I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date

