

JOB DESCRIPTION

Job Title: Staff Accountant – Little Rock office
Classification: Salaried, Full-time, Exempt
Department: Accounting Office
Reports to: Chief Financial Officer

Job Summary: Under the direction of the CFO, the Staff Accountant performs varied technical accounting work. The Staff Accountant is expected to possess a working knowledge of the relationship between financial records, their underlying documents and the significance of account codes and classifications. This position interacts closely with the Administrative Services Director in Monticello. There may be times when the responsibilities of the job require more than 40 hours of work in a week.

Duties and Responsibilities:

1. Responsible for coding accounts payable invoices, ensuring prompt payments to vendors, and posting expenses into the accounting system. Maintains the accounts payable files.
2. Maintains accurate vendor files and processes annual IRS 1099's
3. Assists in analyzing and maintaining cost centers to provide information on cost impact and assist in ensuring the integrity of cost allocations with the Board approved budget
4. Assists in month-end closing process. This includes posting transactions, making necessary adjustments and reconciliations of general ledger accounts
5. Provides customized accounting information reporting to the CFO and senior management for the purpose of financial analysis
6. Participates in the pre-audit planning, which includes the preparation of audit documentations. Provides assistance to the external auditors during fiscal-year audit
7. Assists in developing the fiscal year expense budget of the agency
8. Manages and oversees Fixed Assets of the agency. Provides staff with tags for fixed assets. Performs monthly reviews to ensure accurate and reconciled fixed assets general ledger accounts with Asset Keeper.
9. Responsible for coordinating the enrollment/change/termination of employee benefits
10. Responsible for coordinating the handling of workmen's compensation claims
11. Back-up payroll administrator when needed
12. Participate in Continuous Quality Improvement (CQI) activities
13. Other duties as assigned

Essential job functions: *Duties 1-10 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings

5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Highly organized with an attention to detail
7. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
8. Excellent oral and written communication skills

Minimum Qualifications:

1. Bachelor's degree in business or related field.
2. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
3. Adheres to all Agency policies and procedures
4. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices
5. Competent in Microsoft Office computer programs
6. Successfully passes background checks, as well as initial and random drug screenings
7. Possesses a valid driver's license and meets all criteria set forth in the DHS' vehicle safety program.

Preferred Qualifications:

1. Bachelor's degree in accounting.
2. Experience (2-4) years in the accounting field
3. Experience (2-4) years in the non-profit sector
4. Experience using Cougar Mountain software or similar software

Other:

1. This position will have up to a 3 month probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.

The specific duties associated with my position may be modified to meet the changing needs of the Agency. My supervisor will notify me if there are changes in the tasks associated with my position.