



LIVE LIFE OUTSIDE

Position Profile: Accountant

Accountable to: Director of Finance & Administration

Position Summary: The Accountant position is responsible for all accounts payable, cash receipts, employee expenditure reimbursements and fixed asset tracking for the organization. This position ensures transactions, reconciliations and financial reports associated with their functions are completed in a timely and accurate manner.

Roles and Responsibilities (not limited to):

- Reviews accounts payable invoices for accurate coding, procurement and encumbrance tracking. Process accounts payable biweekly.
- Ensures monthly recurring invoices and ACH transactions assigned are processed and recorded in a timely and accurate manner.
- Reviews coding and processes monthly employee reimbursements.
- Serves as backup to the Finance & Administration Manager for payroll processing.
- Reviews coding, processes monthly credit card transactions into accounting software.
- Reconciles fixed assets monthly.
- Maintains and reconciles biweekly encumbrance report for distribution to staff.
- Completes quarterly sales tax return and annual 1096/1099 filings.
- Annual audit work papers and reconciliations as needed.
- Other accounting transactions, reports and analysis as requested by staff.
- Available to staff and vendors for questions about department, processes.

Required Qualifications, Knowledge and Skills:

- Minimum of three years of accounting experience, governmental fund accounting experience or public industry experience a major plus.
- Bachelor's degree in accounting is required. CPA or working towards designation a plus.
- Ability to complete tasks and duties in a timely and accurate manner with minimal supervision.
- Work experience with annual audit preparation and a procurement policy a plus.
- Strong interpersonal and communication skills with the ability to establish and maintain solid relationships with a diverse team.
- Efficient, high-capacity, self-starter in a fast paced work environment.
- Excellent written and verbal communication skills.
- Strong organizational skills with unparalleled attention to detail and ability to disseminate information clearly and concisely.
- Ability to coordinate a variety of unrelated functions and handle multiple projects concurrently.
- Excellent computer skills with a high proficiency with Microsoft Excel. Familiarity with Abila software a major plus.
- Team-oriented with a commitment to sustaining strong productive working partnerships with all staff, Great Rivers Greenway Board members, Great Rivers Greenway Foundation Board members, volunteers and the community.

Submit resume and cover letter to Hilary Smith, hsmith@grgstl.org by December 1st, 2016.