

Position Title: Staff Accountant

Job Family: Specialized Professional

FLSA Classification: Exempt

Reports to: COO

Purpose of Position

The Staff Accountant performs various professional accounting duties including maintenance and analysis of accounting records, preparation of accounting schedules, reports and financial statements; prepares journal entries and reconciles ledger accounts; ensures compliance with generally accepted accounting principles and organization's policies, procedures and contracts.

The individual filling this position must be able to work in a fast paced, always changing organization while being expected to proactively update leadership on spending relative to the contract requirements and agency budget through producing reports and providing up to date financial information.

Essential Functions

- Compile and sort documents, such as invoices and checks, substantiating business transactions.
- Perform general bookkeeping and accounting and other related duties for the organization.
- Utilizes accounting software to document financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Maintains financial security by following internal controls.
- Maintain finance calendar of all payments and invoices due.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Reconciles bank accounts and credit card statements and receipts monthly.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance, gathers necessary account information and documents to perform annual audit.
- Maintains up to date knowledge of acceptable accounting practices and procedures.
- Collaborates with the Operations Manager to ensure grant invoices are submitted, creating and completing documents forms or reports as needed.
- Works with Leadership to create and monitor agency, departmental, program budgets as well as develop budgets for proposals and grant contracts.
- Prepare financial data for funders, grant proposals, grant reports, employees, board meetings etc. as requested.
- Works with Leadership and various grant management staff to monitor spending in regards to grant contract guidelines and agency budget.

- Works with COO to maintain appropriate expense allocation model, with an annual review for continued relevancy.
- Works with COO to identify and oversee policy and procedure to ensure acceptable accounting and internal control policy and practices are in place.
- Proactively reports unexplained or sharp changes in expenses.
- Participates in grant contract monitoring visits as needed.
- Performs other duties as assigned.

Secondary Functions

- Attend and participate in DBWPC events
- Maintain organization and consistency of shared documentation in agency shared information platform

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Excellent organizational skills with demonstrated ability to execute projects on time
- Ability to multi-task and handle multiple projects at any given time
- Ability to efficiently and accurately operate in a fast paced environment
- Strong analytical and problem solving skills
- Meticulous attention to detail
- Strong written and verbal communication
- Strong Microsoft Excel skills
- Proficient in Quickbooks online platform

Supervisory Responsibility

None

Work Environment/ Demands

This position operates primarily in the office.

- This position requires constant communication with others for the exchange of information.
- This role routinely uses standard office equipment such as computers and phones.
- This position spends long amounts of time sedentary through sitting or standing.
- This position occasionally requires lifting up to 15 lbs.

Position Type/Expected Hours of Work

This is a full-time office based position. The nature of the work occasionally requires employee engagement outside of traditional office hours.

Travel

This position requires periodic travel throughout the Jacksonville metro area and surrounding counties.

The individual who fills this position must have a valid driver's license.

Required Education and Experience

- Bachelor's degree in accounting or related field
- 2 years nonprofit financial experience
- 3 years experience in Quickbooks online

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Experience

- Related experience with federal, state and local government contracts
- CPA

Work Authorization/Screening Requirements

DBWPC participates in E-Verify. Upon offer and acceptance of employment, the Policy Center will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.