



Job / Position Posting

Staff Accountant

		Effective Date:	September 7, 2019
Reports To:	Director of Finance & Operations	Department:	Finance & Operations
Employment Category:	Regular, Full-Time	FLSA Status:	Exempt

JOB / POSITION SUMMARY

Responsible for supporting the Director of Finance with the monthly and yearly financial close, financial audit, and maintaining compliance with GAAP, Make-A-Wish Standards, and internal controls.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Manage Accounts Payable
 - Review A/P entry completed by the Accounting Assistant; Review all incoming check requests and distribute to the Accounting Assistant; Respond to staff questions regarding payment and expense coding; train staff on account codes alignment with their budget; Process checks weekly and submit to CFO for signature; Review outstanding checks monthly
2. Manage Accounts Receivable
 - Review all pledges and outstanding pledge balances weekly; Send weekly reminders to Development staff regarding outstanding pledge balances; Notify the Database Manager when pledges need to be written off or payments need to be adjusted; Review the Database Manager's applications of pledge payments weekly; Create pledge invoices, confirm information with Development staff, and distribute to donors; Record Wish Assist invoices, and apply payments, in FE; Collect Wish Assists payment from chapters and follow up on outstanding balances
3. Manage staff Credit Cards
 - Distribute credit card statements by the first business day of every month; Distribute the account statement to the Accounting Assistant for entry into FE as a bank draft; Ensure the proper coding and submission of staff credit card reports; Review the Accounting Assistant's completion of the credit card Journal Entry; Review the Accounting Assistant's completion of the monthly credit card audit
4. Manage Wish Family Debit Cards
 - Order new debit cards weekly; Update limits, activate, deactivate and monitor activity for debit cards every week; Distribute the account statement to the Accounting Assistant for entry into FE as a bank draft; Review the Accounting Assistant's completion of the wish family debit card Journal Entry; Respond to staff and wish family inquiries regarding card balances; Provide reporting on quarterly debit card savings; Provide quarterly analysis and recommendations for process improvement
5. Support the Monthly Close procedures
 - Complete Bank Account Reconciliations (United, BOA, Payroll, ETA); Record monthly depreciation, add new fixed assets, dispose of fixed assets, and update the fixed asset balance sheet reconciliation;



Prepare approximately 20 monthly closing journal entries; Review and complete approximately 20 balance sheet reconciliations

NON-ESSENTIAL FUNCTIONS & OTHER RESPONSIBILITIES

Provide additional support to Director of Finance & Operations and Finance Department:

- Review and sign off on all wish in-kind batches and RE batches committed by the Database Manager; Assist the Director of Finance and Operations with audit preparation; Understand, comply with and enforce appropriate GAAP, Make-A-Wish America standards and Make-A-Wish Mid-Atlantic internal controls; Analyze accounting processes and make process improvement recommendations to the Director of Finance and Operations; Other duties as assigned

MINIMUM REQUIREMENTS & QUALIFICATIONS

- **Education:** Bachelor's Degree OR equivalent experience
- **Experience:** Three (3) years of work experience in accounting and business operations. Previous experience supporting finance operations in a non-profit organization preferred.
- **Computer/System Skills:** Microsoft Office software. Financial accounting software, preferably Blackbaud Financial Edge accounting software.
- **Certificates, Licenses, Registrations:** None
- **Other Requirements:** Prior experience applying knowledge of Generally Accepted Accounting Principles (GAAP)

MINIMUM KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and processes.
- Knowledge of accounting principles and practices and analysis and reporting of financial data; Skill in using mathematics to solve problems.
- Skill in organizing, planning, and prioritizing work; developing specific goals and plans to prioritize, organize, and accomplish work.
- Skill in active listening and reading comprehension, writing and speaking with others to convey information effectively.
- Ability to demonstrate a highly professional demeanor; ability to work successfully with a wide variety of constituents including donors, board members, volunteers, and professional consultants.
- Ability to balance multiple assignments and follow standard procedures to accomplish assigned tasks; Ability to manage projects from implementation to execution.

Benefits:

We offer comprehensive medical and dental benefits along with excellent paid time off, life and disability insurance and a 403(b) retirement plan.

To Apply:

Send cover letter and resume with salary requirements to Susan Lucas, slucas@midatlantic.wish.org.