



TESSA JOB DESCRIPTION

JOB TITLE:	STAFF ACCOUNTANT
REPORT TO:	Chief Financial Officer
TIME REQUIREMENT:	40 Hours/Week (1 FTE) Non-Exempt

SYNOPSIS: This is an accounting position responsible for grant billings and compliance, provider/client billing, month end, payroll, and cash receipt processing. This position may also be asked to coordinate special projects which would include planning, development, execution, implementation, reporting and evaluation.

RESPONSIBILITIES:

Accounting

- Develop and maintain computerized accounting systems to insure accurate detail sufficient for various monthly and annual financial reports.
- Prepare monthly journal vouchers.
- Assist the CFO with preparing financial reports.
- Prepare monthly, quarterly and annual grant reports, which may include expense reporting, cash transfers, budgetary tracking, cost allocations and restrictions.
- Assist Accounting Specialist with processing invoices for payment, as needed, insuring accuracy, timely payment, authorization limits, signatures and adherence to payables policy. Serve as a backup if Accounting Specialist is out of the office.
- Process weekly/monthly 3rd party billings. Reconcile monthly billings to receipts and resolve all billing issues.
- Perform monthly reconciliations of all Balance Sheet accounts, including but not limited to: cash and investment accounts, receivables, prepaid accounts, capital assets, credit cards and other liabilities.
- Perform biweekly payroll, insuring accuracy and proper approvals. Includes journal voucher preparation, payroll database maintenance and applicable reports.
- Maintain employee benefit plans to ensure accurate reporting within payroll database.
- Develop and maintain internal controls and updated accounting policies and procedures.
- Understand department objectives and how they relate to the goals of the agency.
- Special projects as assigned.

Cultural Inclusivity

- Recognizes that we hold attitudes and beliefs that can detrimentally influence our perceptions of, and interactions with, individuals who are diverse from ourselves.
- Recognizes the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Applies the principles of multiculturalism and inclusivity in training and staff development.
- Applies culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Uses organizational change processes to support culturally informed organizational policies & procedures.
- Prevents, identifies, and removes discriminatory barriers in service provision.



- Treats clients with respect, dignity, and empathy.

Other

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Keep updated on professional development.
- Attend staff and other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as requested by supervisor or CEO

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS degree required in Accounting
- Two years relevant work experience; equivalent combination of education and/or experience may be considered.
- Excellent organizational, communication (oral and written), multi-tasking, problem solving, listening and interpersonal skills.
- Displays a positive and professional attitude, works well with others, and accepts direction well.
- Attentive to detail.
- Able to work independently with minimal supervision.
- Able to work well under stressful and emotionally taxing circumstance and engage in effective self-care.
- Able to empathize, encourage and guide.
- Able to independently use a computer for Word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Able to lift 50lbs, intermittently.
- Must be able to remain in a stationary position 50% of the time. Must be able to continually operate computers and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Valid driver's license and car insurance.
- Must be willing to complete and able to pass background and child abuse and neglect history checks.
- Able to read, write and speak English.

To Apply Please Visit
www.TESSAcs.org/about-tessa/employment