



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	Staff Accountant I	FLSA Status	Non-Exempt
Program/Department	Administration	Supervisory Responsibilities	No
Reports To	Controller	CEO Approval Date	2/22/2021
Work Schedule	8 am-5 pm Must be willing to work flexible hours		
Must pass required background check			
POSITION OVERVIEW			
<p>The Staff Accountant is responsible for administering the financial components of various local, state, and federal grants for programs to ensure fiscal compliance and accountability. This position is responsible for depositing all cash and checks received by Sunbeam while also comparing the revenue collected with what has been reported through program-specific billing and accounting systems. In addition, the Staff Accountant will assist with the annual budget process and will ensure that the budgets are accurately loaded into the accounting system.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p>			
ESSENTIAL FUNCTIONS			
<ul style="list-style-type: none"> • Administers fiscal components of various Federal, State, and Local grants for Sunbeam programs as follows: <ul style="list-style-type: none"> ○ Assist Program Directors during the annual grant application process by developing budgets that align with grant requirements. ○ Assist with annual agency budgeting process to ensure that program budgets align with approved grant funding. ○ Review monthly expenses to ensure that all allowable expenses are being accurately charged to the grants. ○ Initiate monthly drawdown of funds for federal grants and provide invoices to other granting agencies requesting reimbursement of allowable expenses. ○ Record grant receivables in the proper month to ensure accurate financial reporting. ○ Monitor and report grant usage to ensure full and timely contract utilization. ○ Prepare quarterly, semi-annual, and annual reports as required by Grantors. ○ Represent Sunbeam as the fiscal liaison with granting agencies. ○ Coordinate the annual Fiscal Monitoring visits by Grantors. • Oversees the receipt, recording, and timely deposit of all cash and checks received by the organization. 			

- Maintain accurate and complete records of all revenue received by the organization ensuring that revenue is allocated to the appropriate program.
- Record and reconcile daily bank deposit activity with various agency software programs.
- Reconcile and review the customer aging report, and initiates appropriate collection activities.
- Prepares the annual agency cost allocation plan to ensure that expenses are allocated to the appropriate program and funding source.
- Allocation methods include, but will not be limited to, number of employees, square footage, computer stations, number of clients served, etc.
- Assists in the annual agency budgeting process and loads approved budgets into Abila MIP Fund Accounting for individual programs and funding sources.
- Administers the company Procurement Card account by maintaining cardholder limits, requesting new cards as approved by senior management, and works with the processing company to identify and prevent fraudulent charges.
- Actively seeks ways to lower agency costs.
- Cross-trains with other department members to ensure smooth operations in the absence of a team member.
- Performs required duties in a manner that demonstrates compliance with Sunbeam's Culturally Competent Practice Policy. Adheres to agency policy and procedure as well as those of grants/contracts so that the work of the agency is systematized and effective and the work of the business office is adequately and appropriately coordinated with programs of service.
- Performs other duties as necessary in a timely and efficient manner.

OTHER DUTIES

- Provide support for other duties needed in keeping with our mission, vision and values

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's Degree	Bachelor's Degree in Accounting
Experience	1-2 years related Accounting experience.	Grant Accounting and Accounts Receivable experience Sage Intacct experience
Skills and knowledge	Microsoft Office 365 with emphasis on Excel, Outlook and Sharepoint Excellent computer skills Copier Calculator	

Abilities	<p>Ability to handle a variety of work assignments, to work with the public, to exercise confidentiality and abide by agency code of ethics.</p> <p>Ability to handle multiple tasks while staying organized.</p> <p>Ability to communicate effectively with others.</p> <p>Ability to type, operate a calculator and use a computer.</p> <p>Ability to exercise initiative, work independently and exercise good organizational skills.</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position</p>	
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WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 25 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

The employee will work in an office environment, working in close quarters with other staff. The noise level in the work environment varies from moderate to loud.

OTHER

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SUNBEAM'S CORE VALUES

Champion Spirit

We work like a champion every day: paying attention to details and performing with excellence

Servant Heart

We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done

Sunny Attitude

We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.