



<b>Job Title</b>	Staff Accountant	<b>FLSA Status DOL Status</b>	Non- Exempt Full-time
<b>Program/Department</b>	Accounting	<b>Supervisory Responsibilities</b>	No
<b>Reports To</b>	Controller	<b>CEO Approval Date</b>	2.22.2021 09.30.2021
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		

**Must pass required background check**

**POSITION OVERVIEW**

The Staff Accountant is responsible for administering various accounting functions. This position works closely with the Senior Accountant and Controller on reconciliations, month-end close duties, and cross-training on Sunbeam’s payroll functions. The Staff Accountant 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.

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.

**ESSENTIAL FUNCTIONS**

- Reconciliation of the balance sheet accounts which include cash, prepaid expenses, accounts receivable, accounts payable, payroll/benefit accounts, net assets, etc.
- Prepare miscellaneous journal entries including maintenance of recurring journal entries and allocations.
- Maintain, update and reconcile the Fixed Assets System to the ledger monthly. Is responsible for the monthly depreciation entries.
- Assist the Controller with the month end close process.
- Assist in the coordination and execution of the annual financial audit.
- Oversee 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.
- Administer 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.
- Implement, maintain, and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.

- Ensure accurate and timely processing of payroll updates including new hires, terminations, and change to pay rates.
- Cross-train with other department members to ensure smooth operations in the absence of a team member.
- Adhere 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.

**JOB QUALIFICATIONS**

	<b>Minimally Required</b>	<b>Preferred</b>
Education	Associate's degree	Bachelor's Degree in Accounting
Experience	1-2 years related Accounting experience  Extensive experience with reconciliations	3-5 years related Accounting experience
Skills Knowledge Abilities	<p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload</p> <p>Ability to establish and maintain effective working relationships with staff, community partners, organizations, and the public</p> <p>Excellent organizational skills and problem-solving orientation</p> <p>Process, protect, and exercise discretion in handling confidential information and materials</p> <p>Ability to collaborate and work well within a team environment and with multidisciplinary teams.</p> <p>Ability to communicate effectively with others.</p> <p>Ability to exercise initiative, work independently and exercise good organizational skills.</p> <p>Proficient in Microsoft Office 365 with emphasis on Excel, Outlook and Sharepoint</p> <p>Ability to learn and master other computer technology/software programs, as needed.</p>	<p>Paycom experience</p> <p>Sage Intacct experience</p>

**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. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

Vaccination:

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**

**SIGNATURE**

By signing this job description, the employee/candidate affirms that they possess 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 does not and 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.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: