



POSITION DESCRIPTION

POSITION TITLE: STAFF ACCOUNTANT

RESPONSIBLE TO: VICE-PRESIDENT OF FINANCE AND ADMINISTRATION

JOB CLASSIFICATION: FULL-TIME / EXEMPT

JOB SUMMARY:

This role is responsible for performing the day-to-day financial accounting for Hope Cancer Resources and Hope Cancer Resources Foundation, including maintaining the general ledger, performing monthly accounting entries including prepaids and depreciation entries, accounts payable and accounts receivable, preparing financial reports, and ensuring adherence to GAAP.

KEY RESPONSIBILITIES:

FINANCIAL:

- Manage all aspects of Accounts Receivable: invoicing, cash deposit entries, pledge tracking.
- Manage all aspects of Accounts Payable: scheduling and payment preparation; resolving invoice or payment discrepancies; allocations for charging departmental cost centers; performing fraud protection procedures.
- Track all grants received; coordinate with development & program departments on reporting and reconciliations; verification of year-end grant and endowment funds for audit reporting on restricted versus unrestricted funds.
- Track assets and perform monthly depreciation entries, adhering to internal capitalization policies.
- Make all general ledger entries including but not limited to ACH's, prepaids, accruals, account transfers, trade-ins, non-cash donations, and gain/loss investment bookings.
- Prepare and make remote bank deposits for Hope Cancer Resources and Hope Cancer Resources Foundation.
- Verify accurate ledger entries and account balances before yearly audit. Prepare trial balances and other audit PBC documentation for yearly financial audits.
- Execute organization wide requests for accounting reports and coordinate with assigned internal department employees on report reconciliation.
- Meet deadlines to prepare all city, state, and federal financial filings.

- Create monthly financial reports and supporting documentation.
- Support annual budgeting process by department and compilation process to the full organization budget.
- Ensure federal IRS payment reporting compliance by verifying proper W-9's on file, and maintaining appropriate vendor records.
- Process and submit yearly 1099 filings.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Accounting degree or equivalent accounting experience required.
- Experience with QuickBooks Online preferred
- Non-profit experience preferred

SKILLS AND ABILITIES:

- High level of confidentiality required
- Highly proficient in Excel
- Strong organizational skills, particularly in service to internal customers and partners
- Detail oriented
- Must possess a strong work ethic, integrity, be self-motivated, demonstrate professionalism and discretion when dealing with confidential information and the ability to work effectively as part of a team.

WORK ENVIRONMENT:

The physical demands of this position include lifting, bending, filing, sitting, frequent computer and telephone use.