



990 Pelham Parkway South ~ Bronx, NY 10461

☎: 718-792-1800 ~ 📠: 718-792-6802

🌐 [www.bronxhouse.org](http://www.bronxhouse.org)

## **JOB DESCRIPTION**

**Job Title:** Staff Accountant  
**Department:** Finance  
**Reports To:** Director of Finance  
**FLSA Status:** Non-Exempt

### **SUMMARY**

Reporting to the Director of Finance, the Staff Accountant will contribute to the efficiency and effectiveness of the Finance Department. The Staff Accountant will be responsible for General Accounting Functions along with reconciling our membership data base to the GL.

**Essential Duties and Responsibilities** include the following: Other duties may be assigned.

- Reconcile bank statements monthly
- AP Processing
- Cash Receipt preparation and general ledger posting
- Manage grant master list and & reconcile to General Ledger
- Compile data for budget preparation and assist in budget preparation process
- Record monthly and periodic journal entries
- Assist in year-end Audit and quarterly financial reviews
- Prepare reports and track data as scheduled and upon request
- Build and maintain reports utilizing accounting software and spreadsheets
- Review and Approve bi-weekly payroll
- Monitor Front Desk membership data entry and billing in sub-ledger
- Generate billing to members for various programs.
- Record monthly credit card transactions and postings
- Prepare and post monthly income in GL
- Charge customers according to payment schedules

- Reconcile sub-ledger to GL monthly including reconciling receivable balances
- Develop and maintain monthly sub-ledger exception reports
- Maintain general ledger and prepare monthly AR aging reports
- Process registration forms and update reporting and enter into sub-ledger
- Investigate and resolved customer inquiries
- Work with Program Directors to setup family payment plans and monitor payments
- Process membership refunds
- Assist in Office if needed
- Other duties as assigned

**REQUIREMENTS:**

- 2 to 3 years of relevant accounting experience
- Keen analytical, accounting, administrative skills, thorough attention to details, including proficiency in computer and technology areas
- Experience with: Problem Solving, Process Improvement, Reporting Research Results, Requirements Analysis, QuickBooks, Microsoft Office
- Analytical with well-developed problem solving skills
- Experience with payroll desirable
- Strong communication skills, both verbal and written
- Strong time management and multi-tasking abilities

**EDUCATION/EXPIERENCE:**

- Bachelor's degree in finance or accounting required

**STATUS:** Full-time, non-exempt, 40 hours per week