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

## **JOB DESCRIPTION**

**Job Title:** Staff Accountant  
**Department:** Finance  
**Reports To:** Finance Consultant - CEO - COO  
**FLSA Status:** Non-Exempt      **Salary Range:** \$60-70K

### **SUMMARY**

Reporting to the CFO Consultant, 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.

- **Accounts Payable**
  - Enter invoices and obtain W9 forms from vendors
  - Prepare aging schedule
  - Select invoices for payment
  - Issue checks and prepare positive pay file
  - Prepare check register
- **Accounts Receivable**
  - Reconcile receipt forms to cash and checks
  - Prepare deposits and deliver to bank
  - Record cash/credit card receipts to Excel
  - Review/Post receipts to Sage 50 using correct GL codes
- **Miscellaneous**
  - Distribute W-2 forms
  - Prepare annual 1099 NEC and 1096 filings
  - Year-end audit
  - Projects as required

- AP Processing
- Cash Receipt preparation and general ledger posting
- Manage grant master list and & reconcile to General Ledger
- 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
- 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