

Staff Accountant

Job Description and Competencies



Position Overview:

The Staff Accountant is responsible for the daily financial functions for the Arts Council of Greater Kalamazoo, including but not limited to recording financial transactions, creating invoices, and tracking payroll data. The Staff Accountant reports to the Finance Director. This is a full-time, hourly position. This position requires at least 32 hours of work per week with the ability to work more if necessary.

Major Tasks Performed (Essential Job Functions)

Finance

- Accept, process, and reconcile receivables, billings, accounts payable, cash accounts, credit cards, fund accounting, all grant accumulation and reporting, and fixed assets. This includes all Arts Council of Greater Kalamazoo financials transactions, as well as any fiscal sponsor programs, and special projects and might include transaction for the Kalamazoo Cultural Center.
- Monitor and manage service relationships and billing with financial gateways – Square, Authorize.net, Windcave, Southern Michigan Bank and Trust, Consumers Credit Union, Raymond James, PNC, etc., to ensure that accounts are balanced and reconciled on a regular basis

Human Resources

- Provide appropriate timesheets for all contracted and regular staff for review and signature. Receive and audit timesheets for accuracy.
- Administer payroll processing through third party payment system. Oversee timely payment of all taxes associated with payroll, as well as distribution of W-2s and 1099s.
- Process new employee paperwork including, but not limited to I-9 form, W-4 form both state and federal, Michigan New Hire form, Health/Benefits enrollment forms, Employee Handbook, Conflict of Interest Form and Emergency Contact Form
- Track, audit and report PTO usage to Executive Director and employees

Other

- Assist in maintaining office systems, such as postage, copier, and phone systems. Ensure that proper payment is being made for each system's service and communicate unusual activity or increases in service charges.
- Provide phone and lunch relief for fellow staff members as needed.
- Perform other duties as assigned by the Finance Director.

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Required Competencies:

Non-Profit Business Acumen

- Knows how non-profit businesses work
- Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization
- Knows the competition
- Is aware of how strategies and tactics work in the marketplace

Ethics and Values

- Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times
- Acts in line with those values
- Rewards the right values and disapproves of others
- Practices what he/she preaches

Integrity and Trust

- Is widely trusted
- Is seen as a direct, truthful individual
- Can present the unvarnished truth in an appropriate and helpful manner
- Keeps confidences
- Admits mistakes
- Doesn't misrepresent him/herself for personal gain

Time Management

- Uses his/her time effectively and efficiently
- Concentrates his/her efforts on the organizational priorities
- Can attend to a broader range of activities

Education / Experience / Knowledge:

Education Required: Bachelor's Degree in a related field.
Desired:

Experience Required: 2-4 years successfully processing financials transactions, assisting with payroll, staffing benefits management as well as required state and federal filings and reporting for non-profits
Desired: 3-5 years successfully processing financials transactions, assisting with payroll, staffing benefits management as well as required state and federal filings and reporting for non-profits

Knowledge Required: QuickBooks or similar financial applications, Microsoft office suite,

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Desired: Tessitura software



Physical Demands - Office

While performing the duties of this job, the employee is regularly required to use the computer, telephone, and other office equipment. The employee frequently is asked to walk, sit, and talk or listen. The employee is occasionally asked to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment - Office

The employee works in an office environment with, for the most part, ambient room temperatures, lighting and traditional office equipment are as found in a typical office environment. May occasionally be asked to work outside or in other environments for events (i.e., parks, churches, Kalamazoo mall, other venues, etc.).

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. He or she will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor at any time, with or without notice.