

TITLE:	Staff Accountant
REPORTS TO:	Finance Director
CLASSIFICATION:	Non-Exempt, Full-Time (35 hour workweek)
COMPENSATION:	\$19.00-\$21.00 per hour
LOCATION:	Chesapeake, VA
POSTED:	May 24, 2019
CLOSING:	Until Filled

ABOUT OUR ORGANIZATION

Girl Scouting builds girls of courage, confidence, and character who make the world a better place. We are one of 112 councils chartered by [Girl Scouts of the USA](#), the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. Headquartered in Chesapeake, Virginia, Girl Scouts of the Colonial Coast serves almost 12,000 girls in grades K-12 throughout southeastern Virginia and northeastern North Carolina. With the guidance of dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together.

SUMMARY OF POSITION

The staff accountant is responsible to review financial information and prepare financial reports by compiling information, preparing bank reconciliations, reconciling all sub-ledger systems used to capture financial activity, and create and process monthly journal entries utilizing appropriate accounting control procedures. They are also responsible for processing bi-weekly payroll and benefit administration.

ACCOUNTABILITIES

Payroll & Benefits

- Work collaboratively with human resources to administer payroll, benefits, and leave accruals in compliance with GSCCC and federal regulations. Keep current regarding payroll system and wage and tax law changes.
- Prepare, reconcile, and transmit bi-weekly payroll. Post general ledger journal entry.
- Process staff withholdings (loans, garnishments, voluntary deductions) in an accurate and timely manner. Post general ledger journal entry.
- Reconcile monthly benefit invoices. Make payment to providers. Run monthly trial balance to reconcile cash account. Post general ledger journal entry.
- Post monthly vacation accrual liability journal entry.

Financial Reporting

- Distribute monthly department income and expense reports. Review data for inaccuracies and variances from budget. Work collaboratively with departments to identify and correct discrepancies.
- Reconcile all council sub-ledger systems (Personify, Raiser's Edge, and Salesforce) to the general ledger by pulling month end reports, preparing journal entries, verifying data for accuracy, researching variances, and posting reconciliation activity.
- Access bank and investment statements on-line and download activity.
- Reconcile all council bank and investment accounts to the general ledger. Post general ledger journal entries.
- Run necessary reports and prepare draft of monthly financial statements (balance sheet, income by fund, income statement) for review. Analyze and investigate discrepancies to ensure accurate recording and reporting.
- Maintain supporting schedules (net asset, investments).
- Annually prepare and distribute departmental budget reports and enter the department budget submissions into the accounting system timely and accurately.
- Record retail store inventory transfers. Review month end retail sales reports and post journal entries to reconcile ending inventory value to the trial balance.
- Complete monthly depreciation journal entry.

Other Responsibilities

- Assist in the preparation of audit materials as requested.
- Serve as a backup for information technology troubleshooting when needed.
- Review daily deposit logs and assure payments received were entered into the financial or philanthropy databases.
- Maintain appropriate records and ensure compliance with PCI, IRS, FLSA, and GSCCC internal accounting controls and record retention requirements.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

QUALIFICATIONS

Education, Experience, & Certifications

- Bachelor's degree in a related field or equivalent experience. Higher education preferred
- Minimum of 1 year experience with accounting or finance. Non-profit accounting preferred.
- Knowledge of ADP and Abila preferred.

Skills & Competencies

- Excellent technical computer skills in Microsoft Office including Word, Excel, Outlook, and financial database and payroll/HRIS systems. Ability to learn new software as required.
- Knowledge of general accepted accounting principles.
- Knowledge of FLSA, IRS and ERISA regulations regarding wages, benefits and taxes.
- Excellent organizational skills, great attention to detail, and strong commitment to accuracy.
- Ability to clearly communicate both verbally and in writing.
- Ability to analyze data, reconcile numbers, and produce required statistical reports.
- Ability to assist several staff on multiple, concurrent projects and tasks in an orderly and well-paced manner.
- Ability to maintain confidentiality.
- Demonstrated commitment and ability to interact with diverse populations.

Additional Requirements

- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, and extensive reading.

APPLICATION INSTRUCTIONS

Visit <http://www.gscgcc.org/en/our-council/employment.html> to complete an online application or submit resume and salary history to:

Girl Scout Council of Colonial Coast, Human Resources
912 Cedar Road, Chesapeake, VA 23322
Phone: 757-547-4405, Fax: 757-547-1872, Email: hr@gscgcc.org
Equal Opportunity Employer