

Greater Cleveland Partnership

Position Description

POSITION TITLE:	Staff Accountant
TEAM:	Finance & Accounting
REPORTS TO:	Director, Finance & Accounting
FLSA CLASSIFICATION:	Exempt

POSITION SUMMARY:

The Staff Accountant is responsible for performing a variety of duties related primarily to revenue recognition, accounts receivable, accounts payable and the accuracy of financial information; accounting system functions including but not limited to accurate data entry, balancing to control totals, processing, posting and reconciliation of account balances and customer relations (external and internal); performing additional tasks related to the monthly analysis, closing, and reporting of 2-4 subsidiary companies.

ESSENTIAL FUNCTIONS:

Accounts Receivable/Revenue Focused:

- Responsible for application of ≈ \$10 million in cash receipts to proper customer and revenue accounts.
- Reconcile bank lock box deposits within CRM system.
- Prepare journal entries and post entries upon review.
- Record credit card transactions into A/R system.
- Refunds - Research and refunding overpayments, check requests, debiting of accounts.
- Prepare A/R aging reports and analysis for timely follow up.
- Develop and maintain excellent rapport with members and program participants and GCP staff.

Accounts Payable/Expense Focused:

- Verify invoices for accuracy (including verifying discounts and sales tax payments).
- Review invoices for proper approvals, proper documentation, and correct coding.
- Enter invoices into the financial management system.
- Schedule invoices for payment, ensuring sufficient resources exist to make payment.
- Generate checks and ensure authorized signature(s) obtained.
- Maintain accounts payable vendor files.
- Provide customer service to employees and vendors regarding invoices and payments.
- Annually run all 1099 reports from system for all companies, review accuracy of the reports, put together 1099's for review by Accounting Manager.

Close Related and Reporting Focused:

- Responsible for the preparation of journal entries and close procedures for 2-4 subsidiary companies.
- Assist in monthly reporting package preparation.
- Lead the maintenance of fixed asset records and reporting (including depreciation and property schedules for additions and disposals).
- Assist with year-end process.
- Other job-related functions as assigned.

EDUCATION AND EXPERIENCE:

- Associate's degree required, bachelor's degree preferred; Accounting or other related degree preferred
- 0 – 3 years of related experience required with basic knowledge of accounting principles

REQUIRED SKILLS

- Solid problem-solving skills
- Excellent communication and customer relations skills
- Strong organization skills
- Ability to work with minimal supervision
- Ability to handle multiple tasks and manage interruptions
- Ability to follow and document instructions and procedures
- Detail-oriented, quick learner, self-starter
- Proficient in Microsoft Office Package (Word, Excel, Access, and PowerPoint) and Microsoft Outlook.

PHYSICAL REQUIREMENTS:

- May be required to work more than 8 hours during a workday
- Sitting for long periods of time
- Limited travel/driving required
- Significant manual dexterity for keying in data for long periods of time

SCHEDULING REQUIREMENTS:

- Must be available to work occasional off-hours
- Must be available during standard business hours
- Incumbent has the flexibility to schedule activity with the approval of supervisor
- Aspects of this position may be performed from a remote location on a limited basis with the approval of supervisor.