

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

33195 State Highway 10, Walton, New York 13856

phone: 607-865-7790

fax: 607-865-4932

nycwatershed.org



Staff Accountant Non- Exempt Employee

The Staff Accountant will be part of the WAC Finance Department. This position shall work closely with all Department Directors and Program Managers as needed.

Education and Experience Requirements:

- B.S. or higher in Accounting preferred with 5 years relevant experience
- Knowledge of generally accepted accounting principles relevant to non-profit organizations
- Detail oriented, efficient organizational skills, and professional demeanor
- Familiarity with fund accounting as well as contract and grant management a plus
- Ability and willingness to maintain confidentiality
- Experience working with and improving accounting processes to ensure strong internal controls
- Ability to work as a team member and support the programmatic functions of the organization
- Collaborative work style, with a customer service orientation
- Must have strong communication skills working with both internal and external parties
- Must possess solid skills in MS Office, Excel, Word, and Access
- Experience with accounting software, Abila MIP preferred
- Desire to learn and grow accounting and management skills
- Must have a valid and current driver's license

Duties and Responsibilities:

- Responsible for the preparation and reconciliation of general ledger transactions through financial statement preparation
- Maintain General Journal files
- Monitors cash balances
- Reconcile all general ledgers accounts with detailed workpapers on a monthly basis
- Responsible for Accounts Receivable entries
- Maintain and record monthly subcontractor expenses
- Reconciliation of monthly bank statements for all accounts
- Approve Interfund Wire Transfer requests - Due To/From Reconciliation
- Maintains chart of accounts, inactivating accounts no longer in use
- Review and manage uncleared checks and follow up with escheat requirements, as needed
- Monthly/quarterly file for gas sales tax refund
- Approval of on-line (EFT) payments
- Complete quarterly payment requests required by DEP with all required support documentation; respond to any follow up questions, make any changes necessary
- Responsible for preparation of monthly financial statements including compiling and assembly of finance committee materials

- Responsible for certification and record keeping of monthly financial statements by Council Treasurer and Finance Director
- In the absence of the Accountant corresponds with vendors and subcontractors as needed and maintain related files
- Assist with the generation of year-end accrued compensation and absences report
- Oversee the endowment accounting and reconciliation (submit deposits and all required adjusting entries)
- Review and approve Requests for Payment prior to them being processed by the Accountant
- Assist other finance department employees in their responsibilities as needed
- Prepares internal management reports as needed by management and program staff
- Assists in budget preparation; once approved, uploads budget to MIP
- Prepare workpapers, financial statements and notes for annual financial audit
- Preparation of Form 990 workbook for use by auditors to generate 990
- Assist with external agency audits, WAC fiscal yearend audit and contract and grant close-outs.
- Comply with WAC Finance procedures (SOP), review and update as needed
- Serves as backup to payroll accountant
- Serves as backup to A/P accountant
- Other duties as assigned

Reporting Relationship:

- Reports to the Finance Director
- Works closely with the Finance Committee, WAC Treasurer, DEP representatives and Audit and Regulatory Committee.