

**Watershed Agricultural Council (WAC)
Staff Accountant – Accounts Payable
Non-Exempt Full-time Employee**

The Staff Accountant – Accounts Payable will be part of the WAC Finance Department. This position shall work closely with all Department Directors and Program Managers as needed. This position works under the direct supervision of the Finance Director.

Education and Experience Requirements:

- Knowledge of Generally Accepted Accounting Principles relevant to non-profit organizations.
- Work independently with little supervision.
- Ability to work well and interact with a diverse group of people.
- Produce high quality work in a timely manner.
- Willingness to learn new skills.
- Detail oriented, efficient organizational skills, and professional demeanor
- Familiarity with fund accounting, as well as contract and grant management preferred.
- 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
- Possess strong communication skill.
- Experience with accounting software, Abila MIP preferred.
- Bookkeeping/Accounting experience, accurate typing, 10 key adding machine, good spelling and grammar,
- Possess strong computer skills, including knowledge of Microsoft Office and Adobe.
- Must have a valid NYS driver's license.
- B.S. or higher in Accounting preferred, with 5 years relevant experience.

Duties and Responsibilities:

- Process Requests for Payments in their entirety. This includes collecting invoices, posting to correct funding code entering data into the accounting program, set-up EFTs and pre-notes, printing AP checks, distribute cash disbursements and upload EFT files to bank.
- Re-code/re-class easement encumbrances to appropriate General Ledger accounts.
- Process cash receipts for all funds, prepare deposits, take deposit to the bank, and enter pertinent data into MIP.
- Responsible for accounts payable files (physical and electronic), vendor maintenance, and processing of annual 1099's through the Aatrix system. Field calls from vendors regarding 1099 forms.
- Responsible for maintaining customer files, contact and contracts, including complete and current W-9's.
- Provide reports for Worker's Compensation audit; oversee yearly audit, as needed.
- Provide program expense reports to program managers as requested.
- Track Council Member attendance and compensation. Create Request for Payments, maintain yearly council binders and provide year-end reports.
- Create Request for Payments for lease(s), rent(s) and contract agreements on a monthly basis.
- Import employee benefits files for entry into API and APC by EFT.
- Code and enter credit card expenses/credits into MIP. Record payment of credit card through ACH payment.
- Order and secure blank check stock. Ensure sufficient stock is on hand. .
- Enter all weekly journal vouchers for bank transfers.
- Assist with WAC fiscal year-end audit and contract and grant close-outs.
- Comply with WAC Finance procedures (SOP), review and update as needed.
- Prepare Inter-fund Wire Transfer requests - Due To/From Reconciliation.
- Investigate outstanding checks, void checks when appropriate and apply credit memos as necessary.
- Assist other finance department employees as needed.

- Serve as back-up for Finance Department as needed.
- Review travel, training and events submissions; obtain approval from Executive Director and disseminate information.
- Other related duties as assigned.

I have read, understand and can perform the above listed duties and responsibilities and meet the minimum qualification for this position.

Employee Date

Executive Director Date

2022