The Staff Accountant – General Ledger will be part of the WAC Finance Department. This position shall work closely with all Department Directors and Program Managers as needed. This position reports to the Finance Director and works closely with the Finance Committee, WAC Treasurer, DEP representative and Audit and Regulatory Committee.

**Minimum 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 skills.
- Possess strong computer skills, including knowledge of Microsoft Office and Adobe Acrobat.
- Experience with accounting software, Abila MIP preferred.
- Must be able to lift a minimum of 40 pounds.
- Must have a valid NYS driver’s license.
- B.S. or higher in Accounting preferred, with 5 years relevant experience.

**Duties and Responsibilities:**

- Prepare and reconciliation general ledger through financial statement preparation.
- Maintain General Journal files.
- Monitor and report cash balances.
- Prepare and reconcile Accounts Receivable.
- Maintain and record monthly subcontractor expenses.
- Reconcile monthly bank statements for all accounts.
- Approve Inter-fund Wire Transfer requests - Due To/From Reconciliation.
- Maintain chart of accounts, inactivating accounts no longer in use and adding new vendors as needed.
- Review and manage outstanding checks and follow-up with escheat requirements, as needed.
- Prepare Monthly/Quarterly filing of gas sales tax refund.
- Approve on-line (EFT) payments.
- Complete quarterly payment requests required by DEP, including required support documentation. Respond to any follow up questions. Make necessary changes.
- Prepare 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
- Assist with the generation of year-end accrued compensation and absences reports.
- Oversee the endowment accounting and reconciliation. Submit deposits and all required adjusting entries.
- Review and approve Requests for Payment prior to final processing by Staff Accountant II.
- Prepare internal management reports as needed by management and program staff.
- Assists in budget preparation; once approved, upload budget to MIP.
- Prepare work papers, financial statements and notes for annual financial audit.
- Prepare Form 990 workbook for use by auditors to generate 990.
- Assist with external agency audits, WAC fiscal year-end audit and contract and grant close-outs.
- Comply with WAC Finance procedures (SOP).
• Review and update WAC Finance procedures (SOP) as needed
• Serve as back-up for Finance Department Staff as directed.
• Assist Finance Department employees as needed.
• Other related duties as assigned.

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

_________________________________________  ______________________
Employee                                                Date

_________________________________________  ______________________
Executive Director                                    Date

2022