



Job Description

Job Title	Junior Accountant		
Reports to:	Accounting Manager	Department:	Finance
Employee Type:	Full-Time	Classification:	Exempt
Supervisory Responsibilities:	None	Number of Employees:	0

Position Summary:	The Junior Accountant manages all aspects of cash disbursements including process design to avoid problems that prevent payment of invoices received from internal and external sources. Prepares projections for the annual budget, analyzes and reconciles general ledger accounts, prepares audit schedules, monthly journal entries, tracks and reports grant expenditures. Supports the Accounting Manager in the monthly close process.
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Essential Functions

- Manage all expense distribution to the general ledger, assigning invoices, vouchers, expense reports, check requests, etc., with correct account and project codes in alignment with the annual budget
- Procure appropriate signature authority approval for invoices and payments and verify against contracts where appropriate
- Record invoice information into accounting software for payment, prepare cash disbursement journal, process check run, wire transfers, and EFT/ACH payments
- Establish new vendor records, including procurement of executive approval, vendor W-9, and evaluation of 1099 status
- Establishes and maintains contract files, vendor files, W-9 files
- Prepares annual IRS form 1099 for vendors
- Manages and resolves a variety of internal and external inquiries concerning account status, invoice discrepancies, approval protocols, including communicating the resolution to appropriate persons
- Prepares monthly journal entries, corrects errors by posting adjusting journal entries, prepares accrued expense journal entries
- Prepares projections for the annual budget
- Analyze and reconcile general ledger accounts, prepares audit schedules and project expenditure reports, prepares correcting journal entries as needed
- Support monthly grant reporting to State and Local Governmental agencies and Foundations
- Review and audit financial documents; understand detailed payroll, purchasing and disbursement procedures to identify errors in paperwork and mathematical calculations; resolve problems
- Support the Accounting Manager with the monthly close process and preparation of Financial Statements
- Performs other duties as assigned to support the Finance Department

Knowledge

- Knowledge and demonstrated proficiency in various PC software applications including Microsoft Word, PowerPoint, Outlook.
- Extensive knowledge of Microsoft Excel
- Knowledge of GAAP requirements and how they apply to non-profit organizations.
- Knowledge of general ledger systems and procedures, cash disbursement practices and policies, and financial chart of accounts
- Knowledge of data analysis, budgeting, and account reconciliations

Skills and Abilities

- Competence in general ledger database, preferably Financial Edge software.
- Excellent written and verbal communication skills
- Ability to work proactively and independently
- Must be detailed oriented and possess strong organizational skills
- Must meet deadlines
- Ability to follow up on pending issues and manage multiple responsibilities

Experience

- Minimum of three (3) years' experience in general accounting
- Preferred experience with Blackbaud Financial Edge accounting software
- Preferred accounting experience in a Non-profit organization
- Strong computer skills in MS Office, accounting software and databases

Education – Required

Associate degree in Accounting, Business Administration or an equivalent combination of education and experience