

COMMUNITY FORWARD SF

TITLE: Temporary Accountant

REPORTS TO: Chief Financial Officer

STATUS: Non-Exempt

JOB DESCRIPTION:

The Staff Accountant is responsible for providing accounting support to the Senior Accountant and the Chief Financial Officer, primarily responsible for Accounts Receivable and contracts.

RESPONSIBILITIES:

- Payroll: primary responsibility for data entry and management, processing, transmission of data, receipt, review and distribution.
- Maintain and reconcile garnishment, annuity, health coverage and benefits accounts.
- Accounts payable: primary responsibility for accounts coding, invoice data entry, weekly check runs, vendor account maintenance, vendor reconciliation, and vendor contact.
- Perform general ledger research as necessary.
- Prepare bank deposits, cash receipts logs.
- Assist in budget entry.
- Assist in preparing 1099 forms.
- Assist in cost reporting.
- Maintain filing and archiving system for accounting department.
- Review and reconcile property management financial reports.
- Assist in general journal entry.
- Assist in bank reconciliations.
- Assist in monthly close.
- Attend all required meetings and training.
- Other duties as assigned.

QUALIFICATIONS:

- BA degree in accounting or equivalent experience.
- General knowledge of accounting.
- General computer knowledge.
- Organized, detail-oriented, and thorough.
- High level of motivation and reliability.