



Staff Accountant

Reports To:	Sr. Accountant
Department:	Accounting Operations
FLSA Classification:	Exempt
Salary:	\$60,000-\$75,000 annually
Date Updated:	4/22/24

Job Description

Summary/Objective

The Accounting Office is a central support service resource that works closely with all of Hanna Center's operations and other support departments to carry out Hanna Center's mission to care, treat, and help youths and other members of our surrounding communities. The Staff Accountant is a vital member of the finance department responsible for maintaining accurate records and timely recording of financial transactions. Under the guidance and in partnership with the Controller, the Staff Accountant performs a variety of tasks with focus on day-to-day AR invoice posting, daily deposits tracking to track restricted/unrestricted collection, month end closing JE posting, BS reconciliation, AR aging past due cleanup, managing Capex projects, Fixed Asset capitalization, disposal, depreciation posting etc.

Principle Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Manage AR process including entering AR invoices. Record AR deposit and all payments received (cash, check, and electronic) to appropriate revenue accounts. Investigate and resolve payment discrepancies and any delinquencies as needed. Tracking deposits in restricted/unrestricted collections, distributing AR aging report to other departments on weekly basis and tracking past due balances.
- Maintain and reconcile the general ledger, ensuring accuracy and completeness of all transactions. This includes reconciling bank statements, accounts receivable and payable, and other balance sheet accounts as assigned.
- Prepare and maintain amortization and accrual schedules for assigned balance sheet accounts.
- Prepare and post adjusting journal entries for items such as accruals, amortization, and depreciation. Others as required.
- Maintain fixed asset schedules by recording accurate and timely acquisitions and disposals. Ensure monthly depreciation calculation and recording of expense to the general ledger.

- Review monthly credit card statement reconciliations as prepared by junior accounting personnel. Ensure transaction coding is in alignment with approved budget line items as well as for the accuracy and validity of monthly charges. Manage user logins and permissions on the online credit card portal.
- Assist external audit process by providing documentation, schedules, and answering PBC list questions as assigned by Controller.
- Be willing and able to temporarily assist with accounts payable tasks in case of emergency or absenteeism.
- Support junior personnel by providing periodic assistance and guidance as needed. Include them to assist with simple supporting tasks in order to develop their accounting knowledge, exposure to complex accounting assignments, and improve their professional interpersonal skills.
- Consistently evaluate and look for opportunities to implement process improvements to increase efficiency and accuracy of the accounting activities.
- Ensure compliance with GAAP and company accounting policies.
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed.
- Other tasks as assigned.

Knowledge, Skills, and Abilities

- Strong knowledge of GAAP and accounting procedures.
- Proficient in Microsoft Office: Word, Outlook, and Teams. Advanced Excel knowledge required.
- ERP Sage Intacct experience a plus, but not required.
- Bachelor's degree in accounting or related field.
- 2-3 years progressive accounting experience.
- Excellent organizational and analytical skills. Attention to accuracy and detail are essential.
- Comfortable working in a fast-paced environment with appreciation for teamwork and learning from each other.
- Ability to identify priorities and manage periodically competing deadlines. Thrive in dynamic environments, retaining flexibility to adjust to the needs of the organization while upholding expected quality standards.
- Clear, articulate written and verbal communication skills required. Interpersonal skills rooted in desire to collaborate and creatively problem solve with diverse constituencies.
- Proven ability to handle multiple tasks simultaneously

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.

- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.
- **This is an onsite role.**

Affirmative Action/EEO Statement

Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?
Send your resume and cover letter to: jobs@hannacenter.org