

## POSITION DESCRIPTION

**Position Title:** Staff Accountant  
**Location:** National Office – Staten Island, New York (**HYBRID**)  
**Reports to:** Senior Manager of Finance and Administration  
**FSLA Class:** Full time (exempt)

## BRIEF DESCRIPTION

We are looking for a diligent staff accountant to join our accounting department. The staff accountant's responsibilities include maintaining financial records and reports, performing account reconciliations, assisting with budget and close processes, conducting internal audits, and maintaining accounts payable documentation. You will also be assisting the accounting manager as needed and respond to information requests by management and for auditing purposes.

To be successful as staff accountant, you should be able to accurately maintain a general ledger and ensure compliance with generally accepted accounting principles (GAAP). An outstanding staff accountant should also have excellent communication, organizational, and analytical skills.

## PRIMARY RESPONSIBILITIES (other duties may be assigned)

- Assisting the Sr. Manager of Finance and Administration and Controller as needed
- Analyze financial information and prepare balance sheets.
- Coordinate with management and staff to prepare budgets.
- Ensure compliance with organizational guidelines and procedures, and federal and state regulations.
- Resolve account payable and receivable issues or queries.
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
- Implement the purchase order & procurement policies and set up to ensure compliance
- Comply with Generally Accepted Accounting Principles (GAAP) for financial statements.
- Assist in financial and tax audits, and general ledger preparation.
- Prepare income tax returns and corporate reporting requirements.
- Develop monthly financial statements that include cash flow, profit and loss statements, and balance sheets.
- Ensure vendors are following the APDA procurement policies and submitting W-9's, insurance to be set up as approved vendors
- Coordinate and complete the year end 1099's and ensure they are completed on time.
- Complete end of month close procedures.

### **Administrative Support**

- Manages the CEO's scheduling, travel and appointment functions and provides administrative support as needed
- Processes invoices and payments, oversees procurement procedures, maintains, and tracks timely submissions of filings and contracts.

### **Working Conditions, Physical Demands, Travel**

- General Working Conditions: Hybrid Remote/Office environment (based on business needs) in accordance with New York City Laws and Regulations
- Physical Demands: primarily a sedentary work environment, along with the ability to stand, sit, feel, crawl, bend, reach; occasional need to lift or move up to twenty-five pounds
- Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:
  - Ability to operate a motor vehicle in accordance with company policy.
  - Ability to use common office equipment such as: telephone, scanner, computer, printer, and copier.
  - Computer programs including MS Office and Outlook, related industry, and functional databases.
- Travel requirements: Up to 25% local travel and irregular hours including evening or weekend meetings or events as needed.

### **POSITION REQUIREMENTS**

- Sound understanding of accounting and financial reporting principles and practices.
- Analytical mind with strong conceptual and critical thinking skills.
- Meticulous attention to detail with the superb organizational skills.
- Ability to work under pressure and meet tight deadlines.
- Critical thinker with a high proficiency in math.
- Ability to work independently and as part of a team.
- Excellent report writing, communication and IT skills.
- Advanced competency in Microsoft Office and Accounting software packages such as Quick Books desktop and Net Suite.
- Personal qualities of integrity, credibility, and dedication to the mission of APDA's Nonprofit.

### **COMPETENCIES:**

- Excellent verbal and written communication skills
- Highly organized, meticulous, and accurate
- Capable of managing multiple projects in a fast-paced environment, and the ability to work independently with minimal direct supervision and prioritize tasks
- Team player attitude
- Positive and professional demeanor and exceptional customer service skills
- Applies principles of confidentiality

**EDUCATION**

- Bachelor's degree in accounting or related (required) with a minimum of one year accounting work experience (required)
- Certified Professional Accountant (CPA) certificate (advantageous)

**SALARY & BENEFITS:**

- \$68-73K per year
- Medical, Dental and Vision on the first day of the month after you start
- 401K after three months of service, no company match
- Life insurance
- Pension eligible after one year of service and fully vested after five years of service
- HSA & FSA spending accounts available

In accordance with the NYC mandate from the Health Commissioner, APDA requires employees that will be on site at an office location to have received at least two COVID 19 vaccine from Pfizer or Moderna, or one vaccine from J&J. The NYC office location has employees with hybrid work arrangements. This means they are in the office some of the time and can work at home other times, as dictated by the needs of the company and their specific role. Some positions are required to be onsite for business purposes and so proof of vaccination will be required for employment. Vaccine waivers are not permitted in NYC office locations at this time in an accordance with the mandate.

To apply, send cover letter, reference contact information, and resume to [jobs@apdaparkinson.org](mailto:jobs@apdaparkinson.org)