

JOB TITLE: Staff Accountant

DEPARTMENT: Finance

EFFECTIVE DATE: May 2023

REPORTS TO: Senior Financial Controller

FLSA CLASS: Exempt

JOB LOCATION: Headquarters or Remote

JOB SUMMARY

The staff accountant is responsible for creating and posting journal entries, preparing complex reconciliations of general ledger balances to supporting documents (some reconciliations are very complex with a high volume of transactions), and understanding, maintaining and analyzing general ledger balances and their fluctuations. Additionally, the staff accountant prepares monthly reports and schedules for management and/or board members related to annual budgets and audits or other needs of the assistant controller and senior financial controller.

Many of Alpha Chi Omega's policies, procedures and processes are specific to the organization and require significant learning on the part of the staff accountant. Important success factors in the role include:

- Initiative, curiosity and a self-directed learning style
- Customer-service focus (key customers are other Alpha Chi Omega team members)
- Willingness to learn/support/explain internal (non-GAAP) accounting requirements in addition to GAAP reporting
- Strong ability to explain accounting information to non-accountants in a way that is clear and understandable
- Open and transparent communication with supervisor and other colleagues regarding status on assigned work, issues encountered and availability for additional work
- High energy, fast-paced work style
- Team orientation – willingness to help team members whenever and however possible

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
Journal Entries, General Ledger Reconciliations and Financial Reporting	<ul style="list-style-type: none"> • Prepares and posts monthly and quarterly journal entries. Areas of extensive activity may include: <ul style="list-style-type: none"> ○ Fixed assets ○ Debt ○ Temporarily and permanently restricted funds ○ Contributions ○ Accruals ○ Cash • Prepares reconciliations of general ledger balances to supporting documents including some very detailed and complex reconciliations with a high volume of transactions; resolves reconciling items and executes resolution steps • Researches general ledger discrepancies and executes necessary corrections • Develops, prepares and delivers meaningful monthly and quarterly reports for staff member use • Coordinates with internal customers to develop annual budgets and provides support for budget process; assists assistant controller and/or senior financial controller with preparation of schedules for annual audits
External Reports	<ul style="list-style-type: none"> • Performs detail review of annual Form 990 or audited financial statements as needed • Gains understanding of compliance issues in assigned areas and maintains full responsibility for applicable reports (e.g. property tax filings)
Leadership	<ul style="list-style-type: none"> • Serves as finance team contact with assigned internal customers, answering questions and providing reports as requested • Demonstrates significant initiative and curiosity in learning organization's policies, procedures and processes

	<ul style="list-style-type: none"> • Provides clear, transparent communication on issues, questions and work status • Explains matters in non-technical language that is understandable to stakeholders • Serves as finance team's subject-matter expert in assigned areas • Understands technical aspects of assigned areas, remains abreast of developments in those areas and brings forward ideas for improvement or compliance with new requirements • Supports a culture of continuous improvement, including identification and implementation of best practices and lessons learned • Communicates clearly and timely with supervisor and non-finance staff regarding issues, concerns and decisions that affect assigned areas • Provides support to department projects, initiatives and programs as directed by supervisor
Other	<ul style="list-style-type: none"> • Communicates, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk • Performs, with care, any control-related activities required as a function of the position • Participates in team meetings and trainings, as requested

CONTACTS

Staff accountants may have regular contact with all levels of staff, operational volunteers and elected leadership and boards, chapters, local housing corporations, and third-party partners and vendors.

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of five to seven years of progressive, professional experience in accounting
- Work experience with U.S. GAAP; clear understanding of accounting for high-activity areas within Alpha Chi Omega:
 - Fixed Assets
 - Debt
 - Temporarily- and permanently-restricted funds
 - Contributions
 - Accruals
 - Cash
- Excellent organizational and time management skills
- Strong attention to detail
- Independent decision-maker who can be self-directed in their activities
- Natural curiosity and desire to learn internal non-GAAP accounting policies, procedures and processes without significant in-person training (i.e. following prior work, recorded training materials and written process documentation)
- Intermediate Excel proficiency or higher (comfortable with pivot tables and vlookups – macros not required)
- Technical aptitude to learn internal financial systems by following written documentation and prior work and without significant in-person training

EDUCATION

Bachelor's or Master's degree with major field of study in accounting required.

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Required 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available. Additional work hours will be necessary during certain high-need seasons of the year to complete assigned tasks.

PHYSICAL REQUIREMENTS

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

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp and bend over. The employee must be able to lift, carry and move up to 10 pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity are required. Must be able to interact with others, both in person and through telephone, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.