

JOB DESCRIPTION

Position: Staff Accountant
Supervisor's Title: Controller

Status: Exempt/Full-Time
Date: December 2023

Purpose:

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America (HFA) home visiting sites. We also conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. And we raise public awareness and advocate for family-friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

The Staff Accountant is responsible for maintaining accurate accounts receivable as well as ensuring the accuracy of semi-monthly payroll processing and general ledger information through reviewing, reconciling, and investigating discrepancies. This position reports to the Controller.

Essential Duties and Responsibilities:

- Accounts Receivable
 - Create A/R invoices in accounting software and send to recipients
 - Prepare A/R Aging reports semi-monthly with collection progress update notes
 - Act as backup for in-house credit card payment processing if Accounting Associate is not available; prepare and send receipts to customers; notify appropriate staff of payments received.
- Payroll
 - Review staff timecards on a semi-monthly basis, following up on errors or questionable entries and making corrections as needed
 - Prepare semi-monthly payroll
 - Set up withholding and unemployment compensation accounts in new states as needed
 - Work with payroll processor to ensure any payroll tax notices are resolved expediently
 - Oversee PTO accruals, ensuring accuracy and compliance with organizational policies
- Reconciliations/General Ledger
 - Maintain the integrity of the general ledger chart of accounts and reporting structures, including approval of creation of new accounts or funds, overseeing the internal expense allocation process, and maintaining reporting templates.
 - Assist with month-end close activities.

- Perform revenue reconciliations between accounting records and third-party software for event registrations and monthly donations received.
 - Reconcile assigned balance sheet accounts on a monthly basis.
- Other
 - Review and approve employee and volunteer expense reports in Certify, verifying reasonableness of expenditures and compliance with organization policies including accuracy of account numbers, existence of required receipts and documentation, and proper supervisor approvals.
 - Assist in preparation of account reconciliations, analyses and documentation requested by the auditors

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Strong skills in analytical thinking and understanding of how decisions impact the organization and its financial well-being.
- Excellent time management and organizational skills.
- Proficiency with Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Ability to work independently as well as part of a team
- Ability to handle sensitive information and maintain confidentiality

Education and/or Experience:

- Bachelor's degree in business, finance, accounting, or related field
- Minimum of 3 years of experience
- Nonprofit experience is preferred
- Knowledge of Financial Edge accounting software, Paycor payroll, and Certify online expense reporting is a plus

Work Environment:

Work is performed in an office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The



employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Persons with mental or physical disabilities as defined by the Americans With Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required: Minimal local travel required.

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.

To Apply:

Email your resume and cover letter, to:

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