



## **POSITION DESCRIPTION**

<b><u>Date:</u></b>	<b>September 1, 2022</b>
<b><u>Job Title:</u></b>	<b>Staff Accountant</b>
<b><u>FLSA Status:</u></b>	<b>Hourly Full time Non-Exempt</b>
<b><u>Reports to:</u></b>	<b>Executive Director</b>
<b><u>Hourly Range:</u></b>	<b>\$26.00-\$31.00</b>
<b><u>Location:</u></b>	<b>Fully remote, traveling required</b>

Challenge Day is a nonprofit organization committed to building empathy and compassion in our communities. We help youth and adults unlearn harmful habits, experience vulnerability as a pillar to restore strength, and enable them to experience the freedom of full expression through the lens of compassion, connection, and diversity. In the past 5 years we have supported 300,000 youth and 60,000 adults directly.

### **Job Purpose**

Work collaboratively to help accomplish the Challenge Day Vision and Mission to bring healing, hope, connection and love to teens and their communities by successfully performing as Staff Accountant. Provide finance support to the organization and Challenge Day staff.

Will be responsible for preparing and reviewing financial documents, reports, and statements. They also oversee all accounting procedures while advising on general finance matters. Such knowledge can apply across the company as needed, such as in budgeting or cash flow management techniques.

### **Essential Job Functions**

- Manage client and interdepartmental interaction with finance office; resolve issues/problems
- Manage account payable and account receivable functions:
  - Record initial charges and pledges
  - Prepare invoices
  - Process all cash/check receipts
  - Process credit card payments and receipts
  - Download credit card statements into QuickBooks, verify/correct GL codes
  - Downloads credit card information and order/cancel cards as needed
  - Handle all Challenge Day invoicing
  - Post all invoice receipts and deposits
  - Post all cash into Quick Books
  - Record donations
  - Manage all cash accounts daily; provide reports – transfer funds as needed.
  - Ensure that statements are sent for all past due accounts
  - Invoice all sales orders in a timely manner.
  - Prepare check log
  - Ensure timely payment of all invoices

- Prepare cash management and cash position reports
- Manage the payroll function
  - Collect employee timesheets
  - Distribute Payroll
  - Prepare and input biweekly payroll
  - Make entries and adjustments in Quick Books
  - Handle wage garnishments
  - Process employee loans
  - Manage all time off accruals in the payroll system; make time off adjustments on a biweekly basis.
  - Manage payroll deductions for all insurance programs
    - Prepare and update employee spreadsheets
    - Calculate appropriate payroll deductions
    - Ensure deductions are taken properly
  - Distribute Payroll
- Prepare financial analyses and forecasts as needed and requested by management
- Process Quarterly sales tax filings
- Accurately track vendors in Quick Books and prepare 1099s
- Manage annual (out-of-state) reporting process
- Administer the 401k program
- Support annual budget and audit processes
- Participate in development of department policy
- Manage petty cash

**Environmental Conditions:** Work from home – Travel by car within US

**Physical Conditions:** Duties may require maintaining a physical condition necessary for sitting and standing for prolonged periods of time. Duties require computer use for prolonged periods of time and occasional lifting 25 lbs. or less.

**Education and Experience Required:**

- BA degree in accounting, finance or related field.
- 3 years accounting or related experience.

**Additional Desired Skills:**

- Self-motivated, organized, accountable, attention to detail.
- A commitment to Equity and Inclusion
- Excellent computer skills, with proficiency in QuickBooks Enterprise, Paychex Payroll Services, FileMaker and MS Office, with a concentration in MS Excel
- Organizational and time-management skills
- Strong multi-tasking ability
- Excellent follow-up
- Ability to maintain confidentiality and security
- Ability to self-manage and self-motivate