

Accountant

Reports To: Director of Business Operations

Classification: Non-exempt, regular full-time

Location: Girl Scout Volunteer Resource Center, Charleston, WV.

Purpose: Provide support to senior level finance staff with administrative, bookkeeping, clerical, accounts payable and accounts receivable and delinquency collection duties.

EMBODIES G.I.R.L. COMPETANCIES

- G. Go-Getter** - bold, passionate, honest and determined to succeed
- I. Innovator** - thinks outside the box, looks for creative ways to take action
- R. Risk Taker** - courageous and strong, keen to try new things and embrace the unfamiliar
- L. Leader** - confident, responsible, team oriented and committed to changing the world

Essential Roles and Responsibilities:

- Manage the daily cash receipts process.
- Manage the accounts payable process.
- Coordinate delinquency process, ensuring that billings and collections are performed in a timely manner.
- Have a thorough understanding of the chart of accounts.
- Work with other departments to ensure proper account coding.
- Reconcile credit card statements and other billings on a monthly basis.
- Monthly reconciliation of online shop sales.
- ACH documentation and data entry of account information.
- Maintain cash sheet reflecting all deposits, disbursements, online and ACH payments.
- Document all accounting processes and review and update as necessary.

Required Skills:

- A self-starter with the ability to recognize next steps and the initiative to take them.
- Working knowledge of accounting principles.
- Superb organizational and time management skills with the ability to manage concurrent projects while adhering to deadlines.
- Strong attention to detail and the willingness to check and recheck work to minimize errors.
- Strong analytical skills.
- Reliability: Actively demonstrates dependability.
- Up to date technological skills with intermediate working knowledge of Microsoft Excel.

- Ability to communicate professionally and provide excellent customer service to both internal and external customers.
- Ability to maintain strict confidentiality.

Required Cognitive Skills:

- Sustained attention: enables you to stay focused on a task for a sustained period.
- Long-term memory: enables you to recall information and processes easily.
- Auditory and visual processing: Enables you to understand and remember what you've read or been told and the ability to follow directions.
- Processing speed: enables you to perform tasks quickly and accurately.

Required Results:

- Accurate and timely receivable data is processed so that funds can be deposited daily and the cash sheet can be kept accurate and up to date.
- Accurate and timely completion of the payables process so that all invoices are processed and paid bi-weekly.
- The cookie delinquency process is managed, and money is collected so that the delinquency is less than 2% of the annual sale.
- Monthly credit card statements are reconciled in a timely manner so that monthly financial reports reflect all purchases for that month.
- ACH account information is accurately recorded so that we can collect the council proceeds from product sales in a timely manner thus limiting delinquencies.
- All accounting processes for which this position is accountable will be documented so that if needed, someone else would be able to complete the processes.

Required Habits:

- Commitment to the mission, Promise and Law of the Girl Scout movement.
- Organized.
- Reliable, punctual with good attendance.
- Active listener.
- Not hesitant to ask questions or gain clarification.
- Seeks to grow knowledge in the field of fund accounting.

Required Qualifications:

- Minimum of an Associate degree in Accounting REQUIRED; bachelor's degree in accounting or general business preferred.

Required Experience:

- Minimum 2 years' experience REQUIRED if only an Associate degree is held.
- Minimum 2 years' experience PREFERRED if bachelor's degree is held.

Success in this position looks like:

A successful accountant will be able to provide decision makers with accurate and timely financial data that will enable them to strategically manage the operations of the business

Each employee has the responsibility for actively supporting and promoting the Council's commitment to diversity and for developing Council resources through increased membership, strengthening community connections, serving girls and fund development.

COVER SHEET REQUIRED

Open until 8/28/19.