



Date Updated: June 4, 2024

Title: Staff Accountant
Reports To: CFO
Classification: Full-time Plus

Joy's House retains a compassionate individual to champion our values of **self-worth, fulfilled lives, safety, individuality, truthfulness, comfort, and inclusion** in this position. This role will join our Joy's House team to serve our families and community by providing *exceptional* adult day and caregiver services.

Job Summary: The Staff Accountant is responsible for all daily accounting functions of the office, payroll, some reconciliations, and various operational tasks.

Primary Responsibilities:

- Invoice for services and fundraising, and all related AR functions
- Filing claims for reimbursement with Medicaid, Managed Care Organization, Title III, and any other service fee reimbursement
- Manage and collect aging accounts
- Prepare deposit allocations and bank deposits
- Enter all donations in accounting software and work with Development to ensure accurate coding for donations
- Review and input of A/P
- Create and maintain vendor files
- Run credit cards and send receipts as needed
- Maintain and reconcile petty cash
- Credit card reconciliations and administration
- Provide information on general ledger activity as requested by staff
- Attend Internal Finance and Finance Committee meetings
- Assist with the annual budget and audit processes
- Manage payroll process
- Administer staff benefits programs including but not limited to
 - Health Stipends (and possibly insurance)
 - 403(b) program
 - PTO
- Oversee the Managed IT relationship, working with them and staff to anticipate needs and provide solutions
- Provide support to staff with any software not covered by the Managed IT company (i.e. Bloomerang, Last Pass, MomentPath, etc.)
- Oversee efforts related to insurance
- Support the CFO as needed with finance, operations, payroll and IT issues

Minimum Qualifications:

- Associates degree in accounting or related field required, Bachelor's degree preferred
- 1-2 years experience in accounting or bookkeeping in a nonprofit setting
- Strong skills with Excel and other Office products
- Knowledge of QuickBooks preferred
- Strong communication skills, both written & verbal
- Understanding of GAAP and accrual accounting
- Attention to detail, deadline oriented, flexible, adaptable and able to prioritize

- Excellent time management skills
- Must be able to lift 50 pounds