



The Hub585 Job Description

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| JOB TITLE: | Staff Accountant |
| REPORTS TO: | Executive Director |
| FLSA STATUS: | Exempt |
| TYPICAL SCHEDULE: | 40 hours per week |
| SALARY RANGE | \$52,000 plus benefits |

JOB SUMMARY

Hub585 is looking for a Staff Accountant who will be responsible for maintaining the general ledger, managing cash balances, reconciling account balances, and preparing month-end closing. They will be responsible for following the agency's policies and procedures to ensure the accurate reporting of accounting data and compliance with state and Federal requirements. This position carries a high level of responsibility and requires a trustworthy individual with meticulous attention to detail. Strong communication skills are key to the success of this position.

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| Essential Functions: | |
| <ul style="list-style-type: none"> • Maintains and prepares monthly reconciliations of the general ledger accounts. • Responsible for reporting cash balances, depositing cash receipts and check generation. • Responsible for the Agency's vendor management including obtaining W-9's & processing 1099's. • Working closely with the finance committee, records, and tracks revenue transactions on an accrual basis. • Tracks and reports expenses by grant / funding source. Works closely with management to review spending and proper cost allocation. • Responsible for managing the donor management system (Bloomerang) and recording those transactions in the general ledger system. • Manages required reporting and communications with donors. • Record payroll transactions generated by third party processor. • Generate monthly financial reports as required by staff, the finance committee, and the Board. • Works closely with the independent outside auditors to prepare materials required for the annual financial statement audit and preparation of required tax returns. • Maintains the filing system for all financial documents including corporate governance documents, vendors, donors, and grantors. • Maintains systems to assure confidentiality of information of both stakeholders and employees. • Assist with managing employee benefits related accounting functions. • Assist management in the Budgeting process. • Monitor and report compliance with tax filing deadlines, IRS information forms, and payroll tax returns. • Attends fundraising events as needed to ensure that financial transactions are properly managed. • Participates as an integral part of a small team running the organization, willing to assist in other duties as necessary. | |
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Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Required Certifications/Experience:

- Four-year undergraduate degree in accounting, finance, or related field, or equivalent experience required.
- Minimum three-years' experience in accounting or finance non-profit position required.

Required Knowledge, Skills, and Abilities:

- Microsoft Office Suite competency.
- Experience with Quickbooks.
- High level of integrity, sound judgment, and decision-making ability.
- High attention to detail, analytical and organizational skills.
- Efficient and friendly when working with both customers and staff.
- Excellent written, verbal, and listening communication skills.
- Values working in a diverse, team-oriented environment, compassionately serving, and advocating for people with different needs and from different backgrounds, lifestyles, and cultures.
- Ability to approach situations and make decisions strategically and creatively, considering implications to all stakeholders.
- Leads by example with self-direction, a growth mindset, calm and professional communication at all times, and a genuine desire to help all program participants succeed.
- Ability to accept feedback, actively listen, provide feedback and coaching to staff, including the willingness and ability to engage in difficult conversations when necessary.
- Ability to maintain professional boundaries, handle sensitive and confidential information, and navigate challenging situations in a calm and professional manner.

Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office and public-facing environment
- Regular speaking, hearing, communication with others
- Ability to sit for extended periods (example: up to 70% of time sitting at a computer)
- Ability to stand for extended periods (example: up to 3-4 hours for an event)
- Periodic driving required (example: up to 1.5-hour distance)
- Occasional lifting, up to 25 pounds

Hub 585 Competencies

- Exceptional Leadership Qualities
- Action Oriented
- Ethics and Values
- Integrity and Trust
- Interpersonal Savvy
- Peer Relationships
- Self-Knowledge
- Strong Values

Interested candidates email Dr. Ashley Cross at across@thehub585.org