|  |  |
| --- | --- |
|  | **Staff Accountant**June 2024 |

***The mission of Healthy Start is to improve maternal and child health and to reduce poor birth***

 ***outcomes and infant mortality in Allegheny County.***

**Overview:**

This position is responsible for maintaining specific accounting processes and records of the organization and assisting the accounting department with various related tasks. This position serves all areas of the organization.

**Duties:**

* Prepare monthly accounts payable/receivable, general labor, and required subsidiary account reports for review by the Controller.
* Preparing weekly billings to various funding sources as assigned.
* Responsible for maintaining inventory of and distributing items with monetary value, such as bus tickets and gift certificates.
* Reconcile cash accounts and prepare transfer requests weekly.
* Reconcile petty cash account bi-weekly.
* Assist with the bi-weekly payroll.
* Assist with annual audit preparation.
* Assist with the preparation of grant budgets and reports.
* Assist with the preparation of Balance Sheet and revenue/expense statements monthly.
* Preparing detailed schedules as required.
* Maintenance of system of inventory of purchased assets.
* Assist with procurement activities, including maintaining relationships with vendors/suppliers, service providers and other affiliations, as needed.
* Performing other duties as assigned.

**Qualifications of Position:**

* Bachelor’s degree in Accounting, Business Administration, or other Business Accounting related field required.
* 3 years of experience in an accounting role.
* Experience in non-profit accounting preferred.
* Knowledge of commonly accepted accounting principles and procedures.
* Ability to compile and prepare reports and statements of financial data.
* Ability to communicate effectively, both orally and in writing.
* Ability to interpret accounting and cost accounting records.
* Knowledge of payroll processing.
* Knowledge in accounting, as well as spreadsheet or other accounting related software such as MS Excel and Word and payroll software.
* Knowledge of general office procedures such as filing and typing.
* Ability to prioritize and handle multiple tasks at the same time.
* An absolute commitment to protecting the confidentiality of employee and agency information handled daily.
* Act 33/34 and FBI Clearances are required.
* Must possess a valid unrestricted Pennsylvania Driver’s License and have reliable transportation
* Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.
* Proof of COVID-19 vaccination.

**Physical Demands:**

* The work performed is 95% office work requiring sitting, keying, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
* Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
* The other 5% of the position is conducted in the field. Candidate must possess the ability to work at locales outside of the office environment.
* Out of town and overnight travel may also be required on occasion.

**Supervisory Relationship:**

This position operates under the direction of the Controller.

**Compensation:**

The starting salary range for this position is $42,000-$47,000 annually, commensurate with skills and experience. We offer a comprehensive and competitive benefits package.

***Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.***

**FLSA Status: Non-Exempt**