



## Staff Accountant - AP

<b>Reports To</b>	Controller
<b>FLSA</b>	Hourly, Non-Exempt - Full Time
<b>City/State</b>	Little Rock, AR
<b>Description</b>	<b>GENERAL DESCRIPTION OF POSITION</b>

CGi's values lie at the heart of how we as individuals and as a company conduct ourselves in all professional situations. As an employee of CGi, you are expected to know, align with, demonstrate, and role model these values at all times.

- **Professionalism:** represent the company and clients well by acting with integrity and accountability to achieve results
  - exhibit, good written and oral communications, positive attitude, appropriate language, tone and attire
  - be honest and do the right thing
  - take ownership and be responsible to the company, our clients and ourselves (effectively and efficiently manage work, manage time, meet deadlines, be dependable to and collaborative with colleagues/departments, take ownership of mistakes/opportunities for improvement, honor commitments, be self-motivated)
  - commit to perform and achieve company and clients' success (shows awareness, work and focus on goal achievement)
- **Transparency:** have crucial conversations and communicate with openness and candor (be proactive in communications up, down and across the organization – differentiate between transparency and confidential information which provides insights and information so that others can be informed, involved and empowered)
- **Active participation:** maintain awareness, communicate opportunities and be part of the solution (Demonstrate engagement by identifying opportunities for improvement and recommendations for issue/problem resolution that advances the company)
- **Gratitude:** appreciate and acknowledge others who help and support us
- **Service:** be driven to help others (demonstrate the ability to recognize needs and the inclination and satisfaction in helping colleagues and clients)
- **Determination:** be creative, every barrier has a solution (demonstrate perseverance in the face of barriers and apply creative problem solving)
- **Incomparability:** continually strive to set the highest standards (ensure work reflects best efforts and is recognized by internal/external customers as meeting the expectations and protecting the brand of the client/company.) Do not settle, but instead strive for the best outcome and continually improve upon our products and services. Details Matter!



## Requirements

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Data entry and processing of vendor invoices, checks and ACHs, weekly
- Enter and reconcile credit card and purchase card transactions/statements
- Review, reconcile, and enter expense reports according to company policies
- Distribute monthly and quarterly expense financials to budget line holders
- Create and distribute reports as needed (postage; copier)
- Verify vendor accounts by reconciling monthly statements and related transactions
- Assist with compilation of Chapter Conference financials
- Perform reconciliations and imports between our membership database and financial system
- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures
- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities
- Other duties as assigned

### EDUCATION AND EXPERIENCE

- 2+ years' experience in Accounts Payable
- Minimum of an Associate Degree in Accounting
- Knowledge of general accounting principles
- High degree of accuracy and attention to detail
- Ability to meet deadlines
- Strong organizational and time management skills
- Effective verbal, listening, and written communications skills
- Analytical, problem solving, and decision-making skills

### SOFTWARE SKILLS REQUIRED

- Proficient in QuickBooks and MS Office (Excel, Outlook)