**Job Title:** Staff Accountant

**Section:** Finance and Accounting

**Reports To:** Chief Financial Officer

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to support Finance and Accounting Section with accounting duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Responsible for entering billings into the accounting computer system to the right accounts.
* Responsible for printing checks to pay outstanding bills at the end of the month, or whenever requested by the Chief Financial Officer or the Social Security Administrator and prepare them ready for delivery after obtaining required signatures.
* Responsible for ensuring that all charges billed to SSA have not been previously paid.
* Responsible for processing SSA staff payroll.
* Responsible for updating allotments in payroll system, as well as other deductions.
* Prepare journal vouchers for monthly routine transactions which include: monthly
* collections and monthly payments for Healthcare Fund.
* Process/Prepare Travel Vouchers for board members and SSA staffs.
* Keep records of the staffs’ cell phones charges and notify them of the unpaid balances.
* Monitor chart of account balances, identifies issues and accounting discrepancies with
* account balances and reconciliations and report on variances.
* Keep track of all charges to Healthcare Fund and make sure they have been recorded to the right accounts.
* Responsible for maintaining and updating the uncapitalized fixed assets list.
* Ensures that all fixed assets have been assigned a number and tagged.

Assists in identifying discrepancies for existing practices, policies and procedures and propose changes/improvements when none exist to follow.

* Assists in documentation and monitoring of internal controls.
* Perform other related duties as assigned by supervisor or Administrator.

**SUPERVISORY RESPONSIBILITIES**

No.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have at least a Bachelor degree in Finance or Accounting, or an Associate Degree with at least three years of accounting work experience. Experience with MIP is preferred. Must understand general accounting theories, concepts and procedures. Must have proficient computer skills, including knowledge of Microsoft Word and Excel applications.

**LANGUAGE SKILLS**

Must have excellent written, verbal, and interpersonal communication skills, and an ability to successfully relate to people at all levels.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be a team player and flexible to changing demands. Able to plan, organize, and complete tasks to a high standard and on time. Must be detailed oriented. Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.