



**JUNIOR ACCOUNTANT
JOB DESCRIPTION SUMMARY
REPORTS TO: CONTROLLER
AUGUST 2016**

I. BASIC PURPOSE OR FUNCTION OF THE POSITION:

The Junior Accountant is responsible for performing a wide range of accounting and administrative tasks in the areas of general ledger, payroll, benefits, insurance administration, budgeting, compliance, COO/CFO support, as well as for providing general accounting operations support for Save the Redwoods League's finance function. The Junior Accountant is part of a team of professionals who maintain order and transparency for the organization's finances and seek to provide the highest level of customer service to League employees.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

➤ **General Ledger**

- Maintain fixed assets register and generate monthly depreciation calculation and accounting entry.
- Maintain pre-paid expense account spreadsheet and generate monthly calculation and accounting entry.
- Audit contributions recorded in the accounting and development systems by reviewing gift documentation for gifts of \$1 - \$999 to ensure that unrestricted and restricted gifts are properly recorded and facilitate communications between Development and Accounting staff.
- Update land held worksheet monthly and enter the respective accounting entries.

➤ **Payroll Processing & Benefits Support**

- Review time sheets of all employees for accuracy.
- Prepare and transmit semi-monthly payroll to payroll processing vendor and prepare related journal entries.
- Administer and maintain the League's online timekeeping software for employees.
- Support employees in payroll inquiries.
- Process and track vacation requests.
- Enter monthly benefit journals prepared by the Benefits Administrator.
- Reconcile payroll expense to quarterly and annual payroll reports.
- Perform reconciliation and distribution of W2s.
- Calculate and submit accurate and timely semi-monthly employer and employee contributions to benefit plans, including 401(k) retirement plan, flexible spending plans, transit and commuter plans and health savings accounts.
- Provide exemplary customer service to internal (employees and management) and external (broker, third party administrators, etc.) customers.

➤ **Insurance Administration**

- Work with Controller to administer Property and Liability insurance, including annual applications and renewals, and land additions.
- **Budget Preparation & Reporting**
 - Assist Controller with development of the annual budget.
 - Support annual budgetary process, including spreadsheet set up, meeting coordination and providing reports to staff.
 - Enter and post budget data into the accounting system.
 - Complete other financial or budgetary projects as requested.
 - Print and disseminate the monthly financial statements, update dashboard and support staff in evaluation.
- **Compliance & Reporting Support**
 - Compile, enter and verify information in Excel worksheets for use by external auditor and external tax preparer,
 - Compile and maintain in Excel worksheets the history of fixed asset acquisitions, and depreciation for the submission of the annual 571-L form.
 - Responsible for coordinating charitable registration administration, including tracking and submitting legal document filings and renewals to U.S. states and working directly with the states and the third party vendor.
- **COO/CFO Support**
 - Provide support to the COO/CFO in the fulfilment of duties, including: meeting materials and presentation preparation, minute-taking for Finance & Investment, Audit Committee and other meetings, correspondence and other communication drafting.
 - Special projects, as assigned.
- **General**
 - Maintenance of accounting procedures manual.
 - Set up monthly accounting binders.
 - Providing cross-training and cover for absences.

III. QUALIFICATIONS:

- Bachelor's degree or equivalent work experience.
- Minimum of two years' experience working in or closely with an accounting department. Payroll processing experience preferred. Interest in nonprofit accounting and benefits administration a plus.
- Must be detail-oriented and highly accurate with excellent organizational and time management skills. Able to work well both independently and as part of team.
- Customer service oriented, with unquestionable integrity and professionalism, and excellent oral and written communication skills.
- Strong Microsoft Excel, Word and Outlook skills required; proficiency with MIP or other accounting software, Raiser's Edge databases, or Microsoft PowerPoint desirable.

IV. SUPERVISORY RESPONSIBILITIES:

- None

V. WORKING CONDITIONS/PHYSICAL EFFORT:

- Regularly sits at a desk or computer workstation.
- Extensive use of computer, telephones and office equipment.
- Frequently moves about the office to collaborate with colleagues.
- Lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.
- May walk on uneven ground during offsite activities.