

Fellowship Square

Job Title: Staff Accountant
Job Type: Full-Time
Department: Administration
Reports To: Director of Finance
Salary Range: \$65,000 - \$77,000 annually
Location: Reston, VA

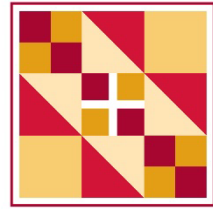
This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the responsibilities may vary as circumstances indicate or as determined by the organization. Working hours are primarily during day shift, Monday to Friday, but this position may need to work varied hours including evenings and weekends, as business needs dictate during peak time. The organization currently operates under a hybrid model. Travel to attend work meetings and events is required for this role.

SUMMARY OF POSITION:

The Staff Accountant provides accounting and payroll support and assists with month-end close, account reconciliation and financial report preparation.

ESSENTIAL DUTIES:

- Prepares and makes bank deposits. Investigates and resolves any unknown checks/payments that are received.
- Records check deposits and electronic payments in QuickBooks. Works with fundraising team to reconcile monthly receipts.
- Prepares and email monthly accounts receivable invoices.
- Enters accounts payable invoices into accounting software on a weekly basis. Reviews invoice coding and approvals.
- Prints accounts payable checks every two weeks, obtains signatures, mails checks and files invoices as appropriate.
- Conducts credit cards and balance sheet account reconciliations monthly.
- Assists in the month-end close process, including preparing journal entries and monthly financial statements.
- Perform detailed variance analysis to identify discrepancies, trends, and areas of improvement.
- Collaborate with other departments to gather necessary financial information and resolve discrepancies.
- Ensure compliance with accounting standards, regulatory requirements, and organizational policies.
- Assists with payroll and is considered backup payroll administrator when needed.



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- Provide support for annual audit and preparation of Form 990.
- Assists on all accounting projects as determined by the Finance Director.
- Provides administrative support as needed.
- Assists with other organizational activities and events.

QUALIFICATIONS AND REQUIRED SKILLS:

- Associate or Bachelor's degree in accounting or related fields.
- Minimum 2 years of experience in accounting, experience in the non-profit sector is preferred but not required.
- 2 years of experience with QuickBooks system.
- 2 years' experience in payroll processing and federal/state laws regarding payroll.

ESSENTIAL SKILLS/KNOWLEDGE:

- Strong proficiency with Microsoft Office Suite.
- Ability to use and/or quickly learn relevant computer software programs.
- Strong knowledge of accounting principles and practices.
- High attention to detail and accuracy in work.
- Strong communication skills in written and verbal formats.
- Strong organizational and time management skills.
- Ability to work as part of a team and to work independently, a self-initiator, and assume risk with responsibility.
- Financial and business acumen.

ESSENTIAL COMPETENCIES & BEHAVIORS:

- Demonstrative abilities in collaborative team building and consensus.
- Must be able to maintain confidentiality of all sensitive information.
- Must be able to not be personally influenced or impacted by confidential information.
- Maintains good rapport with all departments.
- Comfortable and productive in a fast-paced work environment.
- Strong desire to learn and seek out new projects as time arises.
- Self-starter

To Apply: Send cover letter and resume to info@fellowshipsquare.org.