



Bookkeeper / Staff Accountant

Job post summary

Pay: \$55,000.00 - \$65,000.00 per year

Job description:

Position Summary

The Bookkeeper / Staff Accountant is responsible for accurate recording of financial transactions and maintenance of accounting records. This role supports the integrity of the Council's financial statements through timely reconciliations, documentation, and transactional accuracy, and operates under the supervision of the Accounting Manager. This position provides a growth pathway toward advanced accounting responsibilities.

Key Responsibilities

Transactional Accounting

- Record daily financial transactions, including accounts payable, accounts receivable, and cash activity
- Prepare journal entries with appropriate documentation and coding
- Maintain accurate general ledger records

Reconciliations & Close Support

- Perform monthly bank and balance-sheet reconciliations
- Identify discrepancies and work with the Accounting Manager to resolve issues
- Support monthly and year-end close activities

Financial Reporting Support

- Prepare standard financial reports and schedules for internal review
- Assist in budget tracking and variance support as assigned
- Provide supporting schedules for audit and compliance purposes

Records & Documentation

- Maintain organized electronic and physical financial records
- Ensure documentation is audit-ready and compliant with retention policies
- Support grant, product program, and restricted fund documentation

Audit & Compliance Support

- Assist with audit requests and preparation of schedules
- Support compliance with federal, state, and GSUSA requirements
- Follow internal controls and accounting policies consistently

Qualifications

- Bachelor's degree in Accounting (required)
- 0–3 years of accounting or bookkeeping experience
- Working knowledge of basic accounting principles
- Proficiency in accounting systems and Excel
- Strong attention to detail and ability to meet deadlines

Key Competencies

- Accuracy and reliability
- Willingness to learn and grow
- Analytical thinking
- Accountability

Benefits:

- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person