Job Title: Staff Accountant
Department: 403-Finance
Location: Brunswick
Travel: 0-25%
Reports to: Accounting Systems Manager
Salary Grade: NE1
FLSA Status: Non-exempt
Prepared Date: 2.12.2021

JOB SUMMARY

The primary role of the Staff Accountant is to support the Accounting Systems Manager. This role will serve an important role in the daily accounting functions of MAP, participate in the month end closing process, as well as assist the Accounting Clerk with daily donation processing. This role will also help support and backup the Accounts Payable and Accounts Receivable functions. This position plays a crucial role in the ongoing work of the Finance team and their skills are vital to their continued success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

DONATION AND A/R PROCESSING
- Assist in processing all incoming mail daily; separating checks received into specific batches for Donations and Designated Subsidies (A/R)
- Helping to scan all check batches received into the Remote Deposit system for bank deposit
- Input and/or import check and cash deposit batches into the Agilon One System as needed
- Create online accounts for monthly credit card donors through the website
- Update, track, and process ACH donations monthly on the 5th & 20th
- Backup support for AR when needed to enter payments into ABW

FINANCIAL INFORMATION MANAGEMENT
- Assist with month-end journal entries in the General Ledger for AP accruals, postage allocations, payroll accruals, fund transfers, and interfund borrowing.
- Help compile information for MAP’s annual 990 tax return
- Provides financial information requested for various external reports.
- Help investigate any financial report discrepancies and problems.
- Reviews and clears A/R accounts for HARO, Johnson & Johnson, Ethicon and US Meds Participants as needed.
- Record monthly activities for MAP’s endowments and annuities in the general ledger

ADMINISTRATIVE AND OTHER DUTIES AND RESPONSIBILITIES
- Serve as primary back-up for Accounts Payable processing
- Maintain proper storage and destruction on old & new contributions files including destruction of original checks remotely deposited
- Assist with responding to donor calls and questions regarding donations
- Backup for credit card processing for donors
- Assist Accounting Systems Manager & CFO in special projects as needed
ORGANIZATIONAL RELATIONSHIPS

This position interacts with the following departments and organizations: Finance, Customer Service, Global Giving Team, external auditors, and MAP donors.

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.

All candidates must be eligible to work in the United States.

EDUCATION AND/OR EXPERIENCE

• HS Diploma or equivalent, required.
• A minimum of three years Accounting, Bookkeeping, or related experience or equivalent education required
• Accounting/Finance (or related field) degree, preferred

OTHER SKILLS AND ABILITIES

• Ability to effectively present information and respond to questions from department managers, auditors, and donors
• Knowledge of accounting methods, theory and procedures
• Ability to learn quickly and flexible to changing schedule
• Strong computer skills
• Good communication skills, including interpersonal, written and oral
• Moderate to advanced knowledge of Excel
• Ability to be organized, efficient, and enjoy detailed work

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus during significant computer related work. Employee must be able to read, write, and speak English fluently.