

## **Job Description – Staff Accountant - Temporary**

### **General Overview**

The Staff Accountant provides support to the CFO and management of ACE through the processing of day to day operating functions on both the financial accounting side and loan accounting side of the organization. Staff Accountant should be well organized, flexible and enjoy the challenges of supporting a office of diverse people and programs. The ability to analyze processes for improvement and efficiency while keeping in mind separation of duties is critical. Interaction with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is also crucial to this role. Expert level written and verbal communication skills and attention to detail are important.

### **Specific Responsibilities for Loan Accounting**

- Processes daily loan transactions (payments by ACH, check, credit card & payment returns).
- Process loan funding requests as required (ACH or wire transfer). Working with loan operations to ensure requests are facilitated timely.
- Ensure payment and funding clearing accounts are processed so that transactions are allocated to correct capital accounts.

### **Specific Responsibilities for Financial Accounting**

- Manage Accounts Receivables working with Fund Development to ensure timely invoicing and payments from varying sources.
- Manage Accounts Payables to ensure the timely and accurate processing of invoices and company credit card transactions.
- Work with contract vendors to ensure proper and timely invoicing and payments.
- Reconcile bank statements monthly.
- Post and manage the accounting system journal entries, as required.
- Manage in-kind accounting activities to ensure timely and accurate processing.
- Manage incoming deposits to ensure timely and accurate processing.
- Assure discreet handling of all business.

### **Specific Responsibilities for Loan Servicing**

- Manage the accounting functions of off-balance sheet servicing relationships.
- Maintain document files for off-balance sheet servicing relationships.

### **Other Responsibilities**

- Review and update financial policies and procedures, in coordination with the CFO.
- Assist CFO in streamlining processes and maintaining internal control systems while maintaining accuracy of accounting functions.
- Other responsibilities as assigned.

**Reports to – Chief Financial Officer**

**09/10/2020**