



ACCESS TO CAPITAL FOR ENTREPRENEURS

[www.ace loans.org](http://www.ace loans.org)

*An equal opportunity lender, provider, and employer.*

**Connect passion with purpose.** Access to Capital for Entrepreneurs (ACE) is a 20-year Community Development Financial Institution (CDFI) that gives small businesses a chance when others can't or won't. Since ACE's first loan in 2000, we have provided over \$120 million in business capital to small businesses and supported more than 2,000 entrepreneurs to create or retain over 14,000 jobs across 68 counties in Georgia.

## Staff Accountant

### **Job Summary:**

The Staff Accountant for ACE will provide support to the Sr Staff Accountant and CFO by managing the timely and accurate performance of the company's financial activities. The Staff Accountant is also responsible for assisting with the financial information preparation for internal and compliance reporting as required.

### **Essential Duties & Responsibilities:**

- Reconcile bank statements daily and monthly.
- Manage cash transfers between accounts.
- Set up, verify, and send Wire and ACH transfers.
- Manage Accounts Receivables.
- Manage Notes Payables and associated amortization Schedule.
- Reconcile Fixed Asset and Prepaid Accounts.
- Reconcile and invoice third party loan servicing accounts.
- Work with Loan Operations to ensure loan activity is coordinated and accurate as it pertains to the financial system.
- Support accounting department on regular financial reporting and audit work, as needed. These could be monthly, quarterly, or annually based on the specific use.
- Post and manage the accounting system journal entries, as required.
- Work with accounting department to verify accuracy of account reconcilements.
- Manage the Accounting shared mailbox.
- Help maintain files both electronically and hard copy (as required) pertaining to the company's financial activities.
- Work to provide process improvement.
- Assure discreet handling of all business.
- Manage the accounting functions of off-balance sheet servicing relationships.
- Maintain document files for off-balance sheet servicing relationships.
- Assist management with various reports as needed.



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**Additional Responsibilities**

- Act as Back up for Junior Staff accountant.
- Answer phone calls and direct client inquiries to the respective departments, take detail logs, and update contact databases.
- Attend meetings as required.
- Perform other duties as assigned.

**Minimum Qualifications & Skills:**

- Bachelor's degree in accounting, Business Administration.
- Minimum of 3 years work experience in financial institution accounting.
- Intermediate experience with MS Excel is required and Intacct is preferred.
- Strong computer skills in MS Office, accounting software and databases.
- Experience with non-profit accounting is preferred.
- Organizational skills and attention to detail.
- Ability to manage large volumes of work in a busy office is vital.
- Must communicate effectively and work collaboratively with diverse groups.

**Work environment and physical demands:**

- The job is performed indoors in a traditional office or remote setting.
- Using a computer while sitting for extended periods is common.
- Must also be able to position self to maintain equipment, including under tables and desks.
- The ability to remain in a stationary position roughly 50% of the time, as well as the ability to move about the office occasionally (accessing files/storage, office equipment, computers and other office productivity devices, attending meetings, etc.), is required.
- No heavy lifting is expected, though occasional exertion of about 20 lbs. of force (e.g., picking up and carrying binders, laptops) may be required. Good manual dexterity required to use common office equipment (e.g., computers, mobile devices, calculators, copiers, scanners).
- Requires within State area-specific travel as needed.

**Reports to: Senior Staff Accountant**