



ACCESS TO CAPITAL FOR ENTREPRENEURS

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 I

Job Summary:

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

Essential Duties & Responsibilities:

- Manage Accounts Receivable (Loan Portfolio, IRB, and Loan Guarantee)
- Manage Third Party Loan portfolio.
- Process Loan payments timely and accurately (payment by ACH, wire, & returned payment).
- Maintain bank account balance and transfer funds when necessary (with approval).
- Manage Note Payable.
- Reconcile cash accounts daily, weekly, and monthly.
- Reconcile Prepaid and Fixed Asset.
- Maintain an accounting mailbox to ensure requests are being resolved timely.
- Post and manage accounting system journal entries as required.
- Ensure accounts associated with Balance Sheet and Income Statement are reconciled and always balanced Manage loan recoveries to ensure the report is pulled timely and save in appropriate folder.
- Support accounting department on regular financial reporting and audit work, as needed. These could be monthly, quarterly, or annually based on the specific use.
- Help maintain files both electronically and hard copy (as required) pertaining to the company's financial activities.
- Analyze workflow processes and work to provide process improvement.

Additional Responsibilities

- Act as Back up for Accounts Payable Specialist.
- Answer phone calls and direct client inquiries to the respective departments, and update contact databases.
- Attend events as ACE and ACE WBC representative and attend meetings as required.



ACCESS TO CAPITAL FOR ENTREPRENEURS

www.ace loans.org

An equal opportunity lender, provider, and employer.

- 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: Accounting Manager