



Education • Lending • Coaching  
Entrepreneurship  
Financial Impact

## Staff Accountant

**Reports To: Vice President, Business Services and Finance**

**FLSA: Non-exempt**

Staff Accountant is a full-time position responsible for performing accounting functions for the organization.

### **ESSENTIAL JOB FUNCTIONS:\***

- Perform accounting responsibilities including accounts payable, loans receivable, accounts receivable, purchase orders, check requests, general ledger postings, deposit entry, monthly reconciliations, grant revenues and other duties as directed by Vice President, Business Services and Finance in a timely fashion.
- Process client loan disbursements. Maintain records related to the reconciliation of lending system (Ventures) and accounting system (Sage MIP).
- Assist with governmental billings and other fund reports and required.
- Process client payments using on-line banking systems.
- Process investor and notes payable interest payments. Work with Vice President, Business Services and Finance to maintain notes payable payment schedule.
- Record and reconcile staff credit card receipts and purchase orders.
- Assist in overall mission of WWBIC by working in a team environment to effectively complete other duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Miscellaneous duties as assigned.

### **QUALIFICATIONS:**

Minimum of three years of experience in an accounting position required. Bachelor's degree or equivalent experience required. Requires attention to detail, computer ability, analytical skills, verbal communication skills, organization skills, flexibility, and professionalism. Experience working with an automated financial management system required. Must possess a strong understanding of Generally Accepted Accounting Principles. Experience with governmental/non-profit accounting principles and procedures preferred.

Ability in the use of a personal computer and software applications (e.g. Microsoft Office Suite) required; knowledge of Abila MIP Fund Accounting and QuickBooks Online preferred. The ability to function as part of a team in a fast-paced, busy office is vital. Ability to communicate

effectively with diverse audiences and various management levels is necessary. The ideal person is flexible, positive, and has a sense of humor. Must present a positive, professional appearance at all times.

**SUPERVISORY RESPONSIBILITY:**

- None

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Work is generally more sedentary in nature with movement required.
- Work is primarily performed within an office environment with standard office equipment although some travel is required.
- Must be able to read, write, and communicate fluently in English. Must have clarity of vision.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties requires.

\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

EOE