



Job Description

Title: Staff Accountant	Reports to: Chief Financial Officer
Job Status: Part-time; hourly; Nonexempt; Benefitted;	Supervises: No
Salary: \$35/hour	Effective Date: 3 October 2022

Position Summary: The Staff Accountant works with the Chief Financial supporting the accounting and financial management functions for the Women's Foundation for the State of Arizona. This position is responsible for ensuring proper financial management of the WFSA's grants and programs. Essentially, this role reports to and assists the Chief Financial Officer to ensure financial health and sustainability.

While this position is currently remote, the final candidate's primary residence must be within the state of Arizona. This position is part-time with an estimated 20-25 hours per week with the possibility of being full-time. This position may require limited travel throughout the state of Arizona.

Responsibilities & Essential Duties

We Research: Utilize the Data	
Based on accounting data, assist the Chief Financial Officer with strategic controllers that impact decision making, forecasting, and budgeting of WFSA	Time: 5%
<ol style="list-style-type: none"> 1. Record figures accurately and smoothly 2. Ensure recorded data is accurate, on time and within Financial Policies & Procedures 3. Assist in the preparation of financial reports, including monthly and annual financial statements 	

We Advocate: Make a Presence	
Collaborates and communicates with WFSA staff and board on accounting	Time: 5 %
<ol style="list-style-type: none"> 1. Act as liaison between Development and Finance Departments, as needed 2. Work with Development team in reconciling donor software and accounting system 3. Reports to Board of Trustees and/or Finance Investment Committee, as needed 	

4. Understand the operations of WFSA and the underlying relationships between inputs, outputs and the processes that support them.

We Innovate: Create Solutions

Supports the Community Impact Department on accounting requests, compliance, and reporting	Time: 35 %
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1. Process monthly stipends for program participants
2. Process emergency funds requests for program participants
3. Work in conjunction with statewide subcontractors to ensure accurate and timely billing
4. Prepare / assist in preparing monthly, quarterly, and annual reporting for state agencies and grantors
5. Supports program staff in managing budgets, expenditures, and resources
Supports program staff in grantmaking distribution, accounting and recording, as needed

We Invest: Account for our Funding

Process and manage financial transactions	Time: 50 %
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1. Process weekly accounts payables (requires in-depth knowledge of familiarity with current budget, Gender Ledger (GL) accounts, and Departments)
2. Perform bank reconciliations for cash and investment accounts
3. Perform credit card reconciliations
4. Assist with month-end close and financial statement pre-prep
5. Participate in WFSA's financial and business planning
6. Provide recommendations in establishing internal controls to ensure compliance with all WFSA policies & procedures and government regulations
7. Performs accurate bookkeeping duties including depositing receivables, generating check requests, reviewing and coding payables for approval, uploading receivables and payables to the Chief Financial Officer's basecamp portal, as requested
8. Provide support to WFSA staff as needed regarding accounts payables, reimbursements, etc.
9. Support the annual audit process, including preparing audit schedules and reconciling accounts

We are WFSA: Be a WFSA team member

Be an active, contributing WFSA team member	Time: 15%
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1. Champion a culture of racial equity, inclusion & collaboration while upholding the values of the organization

2. Participate in WFSA initiatives that support the overall mission and vision of the strategic priorities.
3. Participate in WFSA's culture of philanthropy prioritizing community centric fundraising with support from the Development Team
4. Attend in person monthly staff meetings, annual staff retreat, annual Board retreat, and other occasional in-person meetings as directed
5. Support creation and implementation of WFSA events, community events, and/or partner events as requested
6. Prepare and present department and/or WFSA updates to staff, community members, partners, donors, etc. as requested
7. Cultivate relationships across the community to provide new opportunities for WFSA by joining nonprofit or school boards, state commissions or committees, chambers of commerce, etc.
8. Attend and participate in required trainings as directed by WFSA leadership
9. Complete and participate in Growth & Opportunity Workbook process
10. Travel throughout the state when required
11. Comply and follow WFSA policies & procedures
12. Perform other duties as assigned by supervisor

Competencies

1. Demonstrated ability to understand financials of WFSA to meet legal requirements
2. Collaboration and organizational skills with an attention to detail
3. Proven ability to be a self-starter, take initiative and work within teams
4. Adept at working in a 'remote work' environment
5. Working knowledge of accounting, finance, and/or bookkeeping
6. Knowledge of Human Resources activities, policies and programs a plus
7. Outstanding communication skills, both interpersonal and written
8. Mission-focused and results-driven individual with analytical capacity
9. Ability to interact effectively while presenting unfamiliar, complicated information with people from a wide variety of backgrounds
10. Quantitative and logic skills; ability to budget and forecast with accuracy; handle complex and complicated business issues
11. Sense of humor and collaborative spirit required
12. Commitment to and passion for women's issues
13. Strong desire to work in a non-profit setting and to have an impact on the lives of women and girls of all identities
14. A demonstrated commitment to diversity, equity, and inclusion; culturally competent with respect to issues such as racial, cultural, religious, sexual, and gender identity
15. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

Qualifications & Skills

1. Requires at least five (5) years accounting, finance, or bookkeeping experience preferably within nonprofit organizations
2. Experience with federal grant reporting, management, or financial compliance
3. Proficient in QuickBooks online
4. Knowledge of Funraise or eTapestry and experience in Fathom Reporting software preferred
5. Knowledge of Contempo HCM desired
6. Demonstrated experience as a remote, independent worker preferred
7. Experience working with a diverse staff. Ability to collaborate with a diverse team of a high functioning multi-racial workforce
8. Proficient in standard office equipment such as computers and phones, as well as digital platforms including Zoom, Microsoft 365 and Microsoft Teams
9. Proficient in Microsoft Office specifically Excel, MS Word, Outlook, PowerPoint
10. Bachelor's degree in Accounting, Finance, Business Administration, or related field a plus

Physical Requirements

1. Ability to travel between multiple locations for meetings or appointments
2. Ability to effectively communicate with others
3. Ability to work from a home office and work on a computer for long periods of time (up to 8 hours per day) while completing essential duties
4. Ability to respond quickly and effectively to directions and safety hazards

I have reviewed this job description and understand all the requirements, responsibilities, and essential duties of this position. I can perform the job as outlined.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: