

JOB POSTING

Date: February 11, 2021

Position: Staff Accountant

Responsible to: Chief Financial Officer

Location: Girls Inc. National Resource Center,
Indianapolis, Indiana

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at www.girlsinc.org.

FUNCTION: The Staff Accountant is responsible for assigned accounting/finance functions and assists with other accounting/finance special projects, as needed.

RESPONSIBILITIES:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned.

- Prepare accounting transactions as required to maintain the general ledger. Includes journal entries invoicing and monthly reconciliations.
- Process Accounts Payable, Receipting and Payroll.
- Ensure proper classification, coding and functionalization of transactions.
- Prepare general ledger account reconciliations.
- Assists with month end and year end close process.
- Print and issue financial statements and other ad hoc reports as needed.
- Assists in monitoring cash balances, cash inflows and outflows.
- Assists with issuing annual dues packages to affiliates, review documents received and assist with calculating dues and recording receivable/revenue.
- Process transactions to maintain scholarship accounts.
- Process AMEX invoices. Requires communication with AMEX card holders. Assist with coding, upload and record expenses.
- Participate in budget preparation. Key grant program and operating budgets into MIP budget templates. Enter MIP budgets templates into software system.



- Assist with transactions processing for grant and foundation portfolios. Duties include compiling and providing information for applications and proposals, ensure grant files are complete for audit, prepare and record allocations.
- Prepare work papers and schedules for external auditors, as assigned. Assist with answering questions and providing additional information to external auditors as required.
- Prepare and process corporate applications and filings including charitable filings.
- Assist with facility management.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree with concentration in accounting and/or finance required.
- Minimum one-year accounting experience with AP and/or AR required. Experience with month end close and financial statement preparation a plus.
- Experience with not-for-profit accounting a plus.
- Ability to work accurately and effectively in a fast pace environment and meet deadlines.
- Ability to manage multiple projects and tasks successfully. Strong organization skills
- Demonstrated oral and written communication skills.
- Experience and demonstrated ability to work as part of a team.
- Proficiency in the use of information technology - Windows office environment, word processing, spreadsheet, database, Internet, accounting systems. Experience with MIP Non-Profit Fund Accounting system a plus.
- Understands and appreciates diversity, embraces inclusiveness, and advances equity
- Commitment to gender equity and the mission of Girls Inc.

HOW TO APPLY:

Interested applicants should send a resume and cover letter to: humanresources@girlsinc.org. This position will remain open until filled. No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER

