

Society of St. Vincent de Paul Georgia, Inc.

POSITION: **Staff Accountant**
REPORTS TO: **Controller**
DEPARTMENT: **Finance**
STATUS: **Full time, Salaried, Exempt**



Society of St. Vincent de Paul Georgia, Inc.

Respecting the dignity of each person, St. Vincent de Paul Georgia (SVDP) brings hope and help to those in need so they may achieve stability and move toward self-sufficiency. The focus is on preventing homelessness, fighting hunger, and changing lives. Programs include housing, utility assistance, food recovery and distribution, jobs assistance, transportation, and prescription fulfillment through an onsite pharmacy. Services are provided through the headquarters' (Council) facility, 73 Conferences (parish-based chapters) and 11 Thrift Stores.

POSITION SUMMARY

Reporting to the Controller, the Staff Accountant is primarily responsible for accounting for grant agreements including invoicing, collecting, payment processing and related financial reporting. Other responsibilities include general ledger and sub account analysis, accounts payable, recording of daily deposits, and journal entries for monthly closing.

Staff Accountant Job Responsibilities:

- Verifies and codes vendor invoices to appropriate accounts.
- Handles all check requests from other departments for direct aid payments and grant expenditures. Ensures supporting documentation is provided.
- Manages purchasing and invoicing system.
- Monitors and distributes expenditures in accordance with approved grant agreements.
- Works with grants manager to develop budgets and reports required for each grant.
- Manages the daily recording of all incoming funds. Ensures the classification of funds according to donors' specification as to operations, capital campaign or restricted programs.
- Manages all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Provide assistance in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Performing other ad-hoc duties and special projects, as needed.

Qualifications

- Personal qualities of integrity, credibility, and commitment to SVDP Georgia's mission.

- Bachelor's degree in Accounting or equivalent with at least three years of experience.
- Solid understanding of GAAP and grant accounting experience.
- Advanced Excel skills.
- Must be highly organized with exceptional attention to detail and accuracy.
- Ability to work effectively under pressure with excellent skills in initiating solutions.
- Ability to work collaboratively and provide customer service with internal staff and external constituents.
- Non-profit experience and previous experience with Financial Edge NXT software highly desired.
- Strong interpersonal and communication skills.

Compensation

Competitive salary commensurate with experience and background plus benefits, including health insurance and 401K retirement plan, 401K match, STD, LTD, Life Insurance, FSA.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may perform other related duties as may be required. To apply, submit letter of interest, resume, and salary requirements to cking@svdpgeorgia.org. Learn more about St. Vincent de Paul Georgia at www.svdpgeorgia.org