

Job Title: Staff Accountant I
Department: Finance and Human Resources

Status: Non-Exempt
Reports to: Accounting Director

Position Summary: The Staff Accountant I (SAI) is primarily responsible for working in coordination with the Accounting team, under the management of the Accounting Director, maintaining the accounting and financial position of all Jackson companies and subsidiaries. The Staff Accountant I maintains daily, weekly and monthly data entries through accounts payable, cash disbursements, credit card reconciliation and general accounting using the agency database software.

General Purpose: Maintain and support Finance Department, communicate well with all associates and proactively help problem solve accounting issues, the administration of company policies and procedures, provide ongoing support to Accounting management.

- Makes daily data entries in accounting database, including accounts payable against purchase orders, overhead accounts payable for all companies as needed, expense report creation for seasonal associates and data entries from expense reports. Monitors the Jackson AP mailbox and contents.
- Adds new vendors to accounting database with a consistent pattern by company. Requests vendor validation by W-9 form submission and generates 1099 forms at year-end to all vendors/contractors/LLC companies as required by IRS
- Completes income only data entries in accounting database weekly and monthly as directed by their supervisor
- Completes weekly check runs, ACH transmissions for vendors, associates, contractors and coordinates/communicates with accounting department on process
- Notifies supervisor of any discrepancies or errors in accounts payable and verifies all coding of incoming vendor invoices and expense reports
- Manages associates receivables accounts and reconciles monthly
- Maintains/oversees/updates all vendor files, electronic and hard-copy versions and ensures compliance with accounting policies
- Provides backup support for other members of the Accounting group as needed
- Manages and maintains all accounting documentation timely, in a neat and well organized format and is accessible and available to other accounting team members as needed
- Assists and supports the Staff Accountant II, Accounting Director, and the CFO as needed

Essential Skills & Experience:

- 2-year Accounting or Finance degree with 2-3 years accounting experience, or
 - 5+ years accounting experience
 - Job cost accounting
 - Strong technology skills, including MS Excel, Word and other database software
 - QuickBooks
 - Ability to effectively and efficiently multi-task
 - Strong sense of follow-through and dedication to completion of tasks
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- Proven record of meeting deadlines and strong sense of urgency
- Excellent interpersonal and communication skills (written and verbal)—responds quickly to management, vendors and associates questions or inquiries
- Excellent time management and organizational skills
- Strong team player, is interchangeable and cross trains other accounting team members
- Proactively solves problems and is easy to work with
- Committed to company values, policies and agency growth
- Confidentiality in all accounting matters

Please note that this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the SAI for this job. Duties, responsibilities and activities may change at any time with or without notice.

Nonessential Functions, Skills & Experience:

Agency experience preferred, but not required

Reporting to this Position:

No direct reports

Physical Demands & Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to finger, handle, or feel objects, keyboards, office equipment, reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, talk and hear. The associate must occasionally lift up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, vision, and the ability to adjust focus.
- Work environment: The noise level in the work environment is usually moderate.

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