



Position Description

DATE: December 2023

POSITION TITLE: Staff Accountant –
AR/Purchasing and Procurement

CLASSIFICATION: Nonexempt

REPORTS TO: Controller

SUPERVISES: None

Summary:

Assists the Controller with all accounts receivable duties, including policies and procedures, invoice generation, collections, and report preparation. Prepares month-end AR reconciliations. Tracks and prepares cash line drawdown reports. Ensures the accounts receivable function complies with organizational policies and procedures, especially FA-801 Documentation of Internal Controls. Responsible for the purchasing and procurement process, especially for ensuring those transactions required to follow federal procurement rules are fully documented and compliant. Ensures the purchasing and procurement function complies with organizational policies and procedures, especially FA-807 Purchasing and Procurement Manual. Assists in the development and update of accounts receivable, purchasing, and procurement policies and procedures that will, at a minimum, support a system of processes and controls that will meet Generally Accepted Accounting Standards.

Duties and Responsibilities:

- Prepare accounts receivable reports.
- Assist with audits.
- Prepare and carry out month-end and year-end closing procedures for AR.
- Complete unclaimed Property reporting.
- Complete monthly bank reconciliations.
- Work with the Controller to improve financial processes.
- Assist in sponsor reporting of financial records.
- Complete required steps and maintain necessary documentation to ensure the purchasing and procurement processes are compliant with organizational policies.

Skills, Knowledge, and Abilities May Include:

- Strong knowledge of Microsoft Excel and ability to quickly learn ERP systems.
- Must have the ability to meet deadlines.
- Must have good written and oral communication skills.
- Must be adaptable and have a strong work ethic.

- Must have at least a basic knowledge of US Generally Accepted Accounting Principles.
- Possess analytical, problem-solving, and organizational skills.
- Strong attention to detail is required.
- Must have the ability to prioritize, meet tight deadlines, multitask, and decipher issues on financial reports.

Education and Experience:

- Associate (or higher) degree in accounting or a related field is strongly preferred.
- Previous experience with accounts receivable—especially federal procurement processes—is beneficial.
- Extensive, relevant work experience may be substituted for education.

Work Environment:

This job operates in a professional office environment and/or a work-from home capacity. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

Other Duties:

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