



Part-Time Position

Organization:	Maggie's Place
Job Title:	Staff Accountant – Part Time
Department:	Finance
Reports To:	VP of Finance
Location:	Family Success Center, 4001 N. 30th St., Phoenix, AZ 85016

Position Description

Job Purpose:

The part-time staff accountant –duties include: benefits accounting, grant accounting, and finance compliance for the organizations grant portfolio. Grant experience a plus, but not required.

Responsibilities:

- Coordinate with the Human Resources to ensure accurate benefits deductions and prepare monthly reconciliation.
- In conjunction with the VP of Finance, review awarded grants and contracts to understand impact on accounting and any compliance deadlines.
- Assist VP of Finance in preparation of grant application budgets.
- Maintain files (paper and electronic).
- Generate monthly billings.
- Provide periodic reporting (financial).
- Conduct monthly reconciliation of specific activity to ensure cash, general ledger accounts are accurate.
- Assist VP of Finance with annual financial statement audit.
- Create schedules for quarterly Finance Committee meetings.
- Assist VP of Finance with preparation of projections for annual budget.
- Reconciling balance sheet receivables and benefit accounts.
- Manage special finance projects.

Education/Experience:

- Minimum of an Associate's Degree with emphasis in accounting and/or finance management; or equivalent experience.
- General accounting and bookkeeping experience required.

Qualifications:

- Passion for Maggie's Place Mission
- Grant experience is a plus
- Impactful in an organization of service excellence
- Strong mathematical, analytical and communication skills
- Strong written, verbal and nonverbal communication skills

- Strong attention to detail
- Ability to learn and adapt to accounting software including Microsoft products and NetSuite
- Ability to set and meet deadlines

Additional Requirements:

- Must possess or have regular access to a reliable vehicle on a regular basis.
- Must possess a valid Arizona driver license and active auto insurance.
- Must be able to comply and meet the national and state criminal background check, national sex offender registry and a Motor Vehicle Records check as required by Maggie's Place.
- Ability to lift 30 lbs is required.

Work Environment

- **On-Site** at the Family Success Center-no remote work. Flexible schedule

Employee Printed Name: _____

Employee Signature : _____

Date: _____