



Full-Time Position

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

Position Description

Job Purpose:

The staff accountant – Grants and Payroll duties include: payroll and benefits accounting, grant accounting, and finance compliance for the organizations grant portfolio.

Responsibilities:

- Record in general ledger semi-monthly payroll received from the 3rd party provider.
- Coordinate with the Human Resources to ensure accurate benefits deductions and prepare monthly reconciliation.
- In conjunction with the Director of Finance, reviews awarded grants and contracts to understand impact on accounting and any compliance deadlines.
- Assists Director of Finance in preparation of grant application budgets.
- Maintains grant files (paper and electronic).
- Generates all monthly grant billings and Grants Receivable aging and reconciliation.
- Provide periodic grant reporting (financial).
- Conducts monthly reconciliation of grant activity to ensure cash, general ledger accounts are accurate.
- Assist Director of Finance with annual financial statement audit.
- Create grant related schedules for quarterly Finance Committee meetings.
- Assist Director of Finance with preparation of grant projections for annual budget.
- Reconciling all grant related balance sheet and benefit accounts.
- Manage the ordering, distribution and credit limits of all credit cards issued to staff and Corps.
- Manage special finance projects.

Education/Experience:

- Minimum of an Associates Degree with emphasis in accounting and/or finance management preferred; or equivalent experience.

Qualifications:

- Passion for Maggie's Place Mission.
- Emulate a positive attitude and presence as a representative of Maggie's Place.
- 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 excel.
- 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

Employee Printed Name: _____

Employee Signature : _____

Date: _____