



## Girls Incorporated® of Orange County Staff Accountant Position Description

### POSITION INFORMATION

**Position Title:** Staff Accountant

**Supervisor:** Director of Finance  
(DOF)

**Part-time:** Average 24-28  
Hours/Week

**Positions Available:** One

**Purpose of Position:** To provide support to the Director of Finance in all related accounting matters

**Regular or Temporary:**  
Regular

### PRIMARY RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Processing of all financial transactions using Quick Books Online: Including but not limited to AP's, AR's, CR's, Journal entries as requested by DOF, and record Credit Card Expenses
- Prepare monthly and year-end reconciliations of accrued, deferred revenue and prepaid expenses
- Maintain depreciation schedule monthly
- Support during month end closing (1<sup>st</sup> and 2<sup>nd</sup> week of each month)
- Maintain and monitor transactions and balances on credit cards open pledges and payables
- Support DOF during annual audit and 990 Tax Form preparation and annual budget
- Reconcile employee benefits against ADP reports and vendor invoices monthly
- Review semi-monthly payroll, serve as a support to process payroll, if needed
- Support compliance with GAAP principles and organization's financial policies and procedures
- Ensure requests for financial information by staff and directors are answered and communicated in a timely manner
- Reconcile contributions in Quickbooks against donors' database E-tapestry monthly
- Monitor Grant expenditures' annual report on a quarterly basis

#### Additional Responsibilities:

- File and organize accounting and financial paperwork as needed (Both in office & electronically)

### QUALIFICATIONS

- Bachelor's degree in accounting; 2+ years' experience desired
- Must know QuickBooks Online; 2+ years' experience a must
- Familiar with ADP or any other payroll system
- Experience reconciling credit cards expenses
- Experience in the nonprofit environment preferred
- Excellent computer skills and proficient knowledge of Microsoft Office applications such as Excel, Word, Outlook
- Knowledge of E-Tapestry or similar donor database program applications
- Excellent communication skills both verbal and written, interpersonal skills and a collaborative work style with the ability to work in a dynamic environment
- A commitment to high professional ethical standards in a diverse workplace
- Excel at operating in a fast pace, team-oriented environment



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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear
- Employee is required to sit, sometimes for a few hours at a time
- Must be able to lift and/or move 25 lbs.

Please send cover letter and resume to Human Resources: [humanresources@girlsinc-oc.org](mailto:humanresources@girlsinc-oc.org)

Please note, applications without a cover letter/letter of interest will not be considered. For more information about Girls Inc. of Orange County, please visit our website: [www.girlsinc-oc.org](http://www.girlsinc-oc.org).  
No phone calls, please.

**Girls Incorporated is an equal opportunity employer.**