

## **JOB DESCRIPTION**

**JOB TITLE:** STAFF ACCOUNTANT  
**PRACTICE:** ADMINISTRATION

Exempt Status: No  
Supervisor: Chief Financial Officer or designee  
Working Hours: Part-time opportunity working 4-6 hours daily  
Salary: Commensurate with experience

### ***GENERAL DUTIES***

Responsible for processing revenue related activity in the accounting department.

### ***QUALIFICATIONS***

Accounting degree and five years of experience with a professional services firm  
Strong oral, interpersonal and written communication skills.  
Strong prioritization and organization skills  
Positive attitude and demeanor.  
Ability to maintain high level of confidentiality.

### ***RESPONSIBILITIES***

Assign new client account numbers and set up same in Great Plains, Personal Data Keeper and offline reports, prepare client folders and pre-billing folders for new clients

Review/manage the assignment of new client numbers in postage machine, copier machine and with telephone vendor

Maintain existing client information including mailing address changes, revenues/billing changes, de-activation, etc. in Great Plains, Personal Data Keeper and offline reports

Review and post monthly employee expense reports; match and verify receipts, identify questionable expenses and reconcile activity for payment

Review and post monthly employee time sheets, send out weekly emails with reminders

Verify and enter consultants, postage, copier and tenant expenses for monthly invoices.  
Distribute and edit pre-bills. Finalize monthly invoices for mailing by the 8<sup>th</sup> business day of each month.

Prepare final Billing Summary, Contract Exempt Report and New Business Report

Reconcile and post final monthly sales journal

Reconcile monthly general ledger accounts related to revenue, including the bank reconciliation.

Process daily bank deposit in accounting system

Prepare general journal entries and sales transaction entries as needed

Maintain filing for revenue related reports and client invoices

Back up receptionist including posting out-going mail, and telephone coverage

Distribute daily in-coming mail to employee & tenant mailboxes

Maintain and reconcile petty cash fund

Interact with officers, principals, client/account managers, and staff to provide accurate revenue and billing information

Provide back up when needed for accounts payable services

Other duties as assigned

July 2007