

Job Title:	Staff Accountant
Department/Group:	Finance
Job Function:	Accounting
Manager Level:	Individual Contributor
Compensation:	DOE
Deadline:	Ongoing

HR Contact

FAX OR EMAIL:

Fax# 214-871-2842 or jobs@dbdt.com

Job Description

JOB SUMMARY

The Staff Accountant performs according to established procedures moderately complex accounting activities relating to internal control systems, maintenance of complete and accurate general ledger, financial statements, and resultant managerial reports by paying attention to small details as miscalculations can lead to misinterpretation. Completely communicate financial information to all internal and external contacts. Builds relationships with others to actively gather and prepare process narratives/flowcharts, monthly journal entities, reconciliations, income statements, balance sheets and corresponding financial, audit worksheet analysis and grant reports. Completes special projects as assigned.

ESSENTIAL JOB FUNCTIONS

30% of time - Data Processing - Posting of payment receipts from Academy and receipts from mail or ACH, process deposit slips, Credit card payments posting, payable payment processing and cutting of checks.

30% of time – Analysis and Reconciliation – Credit Card reconciliation, audit worksheet analysis and timesheet analysis for payroll.

20% of time – Cash Management - Prepare daily Cash report of receipts coming in and scheduled disbursements.

20% - Special Projects as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 4-year Accounting degree required.
- 3 year’s minimum experience preferable.
- Working experience in non-profit, preferable.
- Expert in QuickBooks and experience in Microsoft Office (Excel and Word).
- Strong analytical and problem-solving skills.
- Detail oriented and excellent skills in time management, prioritization, and organization skills.
- Ability to read and comprehend instructions, correspondence, and documents.
- Ability to create routine reports and correspondence.

- Ability to meet deadlines and manage multiple tasks in a high-volume environment.
- Ability to carry out instructions and use good financial judgment to develop solution.
- Ability to define problems, collect data, establish facts, and develop a solution.
- Ability to work in a fast-paced, dynamic, and deadline driven environment.
- Team player with the ability to adapt and be flexible but able to work independently as well.
- Excellent written and verbal communication skills.

PREFERRED SKILLS

- Ability to multitask and meet deadlines
- Excellent accounting and communication skills.
- Very Well Organized
- Ability to train and develop employees
- Encourages teamwork and positive morale
- Ability to relate and work across divisional lines
- Ability to view business from detail and strategic levels
- Ability to interface and present ideas to senior level management

ADDITIONAL NOTES

Willing to work during shows and performances, fundraising events, and board meetings in addition to office hours. Accounting and Analytical tests will be conducted in person with required 75% passing grade.

WORK ENVIRONMENT

The work environment is fast-paced, dynamic, results-oriented, innovative, fun, and values responsibility and accountability. Employee must pass a background check and meet the Center for Disease Control's highest standards and protocols for COVID-19.