

Staff Position Description: Staff Accountant

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential*. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta*.

The Staff Accountant is a professional staff position responsible for providing financial support to Alpha Xi Delta Fraternity and the Alpha Xi Delta National Housing Corporation. The responsibilities include preparing data for journal entries, general ledger, and related financial statements and performing day-to-day general accounting functions.

Department: Finance & Operations Department

Reports To: Director of Finance & Operations

Classification: Part-Time, Exempt

Location: Remote. This position is unable to be performed in the following states: Washington, California, New York, Alaska, and Colorado.

General Financial and Bookkeeping Responsibilities:

- Prepares general ledger journal entries.
- Maintains fixed asset acquisitions, disposals, write-offs, and related depreciation schedules.
- Responsible for accurate and timely month-end closing.
- Produces monthly financial reports and issues to appropriate personnel in a timely manner.
- Develops, analyzes, and prepares periodic financial statements for timely distribution to management.
- Reports, analyzes and interprets financial and operating data for management.
- Assists in adopting new accounting standards including but not limited to researching standards, preparing written accounting policy for the organization, and preparing new disclosures.
- Assists with company cash flow analysis including but not limited to tracking cash flow activity, preparing reports, and analyzing information for management.
- Develop reporting and variance analysis regarding operating budgets versus actual expenses.
- Assists with budget preparation.
- Assist with accounts receivable functions.
- Analyzes and reconciles general ledger accounts.

- Coordinates implementation of accounting systems and accounting control procedures.
- Analyzes and recommends improvements to said accounting systems, controls, and processes.
- Assists with annual external audit.

Operational & Administrative Responsibilities:

- Maintain accurate and organized records, files, and documentation.
- Provide timely, professional communication to members, volunteers, and other stakeholders.
- Maintain a functional and secure remote work environment.
- Maintain good business relationships with vendor partners.
- Undertakes additional assignments and projects as requested.
- Performs other duties as assigned by director.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities at this time.

Qualifications:**Required**

- Bachelor's degree in accounting or finance
- Three+ years of accounting experience
- Working knowledge of tax laws and GAAP
- Strong financial analysis skills
- Ability to work independently in a remote environment
- Strong communication, both written and verbal, and interpersonal skills
- Demonstrated ability to analyze situations and exercise sound judgment
- Proven organizational and problem-solving skills
- Proficiency in Microsoft Office, particularly Excel

Preferred

- Familiarity with Microsoft 365, virtual platforms (e.g., Zoom), and database systems (e.g., Salesforce)
- Experience with QuickBooks accounting software
- Experience with payroll systems
- CPA

Work Environment & Physical Demands:

- Remote work environment with required high-speed internet
- Continually required to utilize hand and finger dexterity.
- Continually required to talk or hear.

COMPETENCIES:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.