

## Staff Accountant

### Position description:

The Staff Accountant will report to the Executive Director and provide technical expertise in all areas of finance and accounting, including assistance with events, and summer school budgeting. The Staff Accountant participates in the preparation and dissemination of materials for the Executive Director and Board of Trustees as required, maintains computer-based and paper filing systems related to all efforts, and participates in events of the Foundation as required.

The Staff Accountant will also provide technical and organizational support to fundraising efforts of the organization and trustees. This person will be trained to use the donor database to support high volumes related to gift processing, solicitations, acknowledgements and installment pledge activities.

### Responsibilities include:

- Banking
- Accounts payable
- Payroll
- Monthly financial reporting
- Audit and budget functions
- Governmental regulatory reporting in a timely manner
- Reconciliation of operational and investment accounts
- Balancing receivables to donor database receipts
- Human Resources responsibilities, including payroll and maintaining required employee documentation
- Work directly with Board's VP of Finance for financial operations and documentation
- Other duties as assigned by the Executive Director

### Qualifications:

- Minimum of a bachelor's degree
- Experience in QuickBooks Pro or other accounting software
- Proficient in Microsoft Word, Excel, etc.
- Bookkeeping experience is paramount for this position
- Database familiarity is also paramount. Experience with Raiser's Edge or other type of fundraising software is ideal.
- Planning, critical thinking and organizational skills
- Excellent written and verbal communications skills
- Excellent interpersonal skills
- Non-profit fundraising experience a plus
- Ability to work independently
- Flexible

### Compensation:

This is a part-time hourly position, approximately 20-25 hours per week. Schedule will be flexible according to workload. Salary is commensurate with experience. Benefits include flexible hours and paid sick days as outlined in the employee handbook.

Please send resume to Christine Byrne at [byrne@pvpef.org](mailto:byrne@pvpef.org).