



Staff Accountant

SUMMARY: ASAP's Staff Accountant provides support for all business functions of the organization, including hands on full-charge bookkeeping, accounts receivable, accounts payable, payroll processing, budget support, reporting, and benefit and leave administration, in compliance with all laws and regulations, including Generally Accepted Accounting Principles (GAAP).

REPORTS TO:

Executive Director

ESSENTIAL FUNCTIONS:

- Maintains, develops and implements written policies and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and ASAP functions.
- Modernize and maintain systems to increase efficiency and effectiveness, including reconciliation, accounting, budgeting, banking, cash flow, and reporting processes.
- Conduct research to replace outdated technology and improve processes, including a point-of-sale system, donation processing, fee collection, etc.
- Review and maintain/develop accounting structure to best support information needed by stakeholders.
- Maintain and improve cash handling policies and procedures.
- Timely and accurate accounting transactions (debits and credits) input into Quickbooks Online accounting software including grant revenue, donations, credit card transactions, and vendor payments.
- Payroll processing, reconciling, and reporting.
- Ongoing bank account and credit card reconciling.
- Budget development support and reporting.
- Monitor budget status, cash flow, and income/expense projections and provide reports to the Executive Director to ensure organizational financial health and liquidity.
- Provide quarterly budgets to ASAP managers for monitoring purposes.
- Prepare monthly and annual accounting reports for the ASAP Board and Executive Director.
- Provide financial information for partner reporting, grant reporting, tax filings, and development.
- Train staff on payroll, and accounting and budgeting policies and procedures.
- Benefit and Leave Administration.
- Serve as point of contact with vendors and with benefit administrators for health and retirement benefits.
- Maintain vendor information, including W-9's, as needed for year-end 1099 issuance. Update and maintain authorized vendor list. Prepare 1099s at year end.
- Conduct industry salary and compensation surveys as needed.



- Prepare annual Federal and State tax returns.

PHYSICAL WORK ENVIRONMENT:

- Work environment includes occasional exposure to felines and other animal allergens.
- Push/pull moderately heavy objects up to 25 pounds.
- Ability to sit for several hours at a time doing repetitive work on a computer.

EDUCATIONAL REQUIREMENTS: A two-year college degree in accounting and/or business with an accounting emphasis (Four-year college degree is preferred). Qualifying work experience will be considered as an alternative.

EXPERIENCE, ABILITIES AND QUALITIES REQUIRED:

- Minimum 2 years bookkeeping experience, with one year as a full charge bookkeeper.
- Effective written and verbal communication skills. Ability to communicate with donors, the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Ability to always promote a humane and caring attitude toward all animals.
- Strong work ethic, customer service orientation and initiative, able to work with minimal supervision.
- Ability to exercise discretion and judgement.
- Computer proficient with QuickBooks On-line, on-line payroll processing (Paychex), Microsoft Office applications (excel and word), and Google/gmail; ability and interest to learn new programs as required. Internet savvy.
- Must have a valid Driver's License and be in good standing with Department of Motor Vehicles.
- Must be able to provide independent transportation for completion of responsibilities at multiple locations.

HOURS: *FLSA STATUS: NON-EXEMPT POSITION*, 25 hours per week. FTE Equivalent 0.625, (up to 25 hours/week). Daily hours and days of the week may vary according to the needs of the department schedule. Hybrid position.

SALARY AND BENEFITS: \$32 - \$35.00 per hour, DOE. This part-time position qualifies for sick leave accruals, is eligible for a SIMPLE retirement plan match, and up to 10 paid holidays (dependent upon ASAP policy).

To APPLY: A cover letter and resume are required to be submitted for consideration. Please apply via email to: employment@asapcats.org