



FRIENDSHIP SHELTER, INC.  
POSITION DESCRIPTION

**Title:** Staff Accountant

**Reports to:** Associate Director, Finance and Human Resources

**General Responsibility:**

Responsible for assisting the Associate Director of Finance with General Ledger and Financial Reporting functions, including but not limited to month-end close, journal entries, balance sheet reconciliations and financial statement production. This individual will also be managing grant budgets and reports daily. This person will be a critical and integrated member of the Accounting and Finance team. Previous related accounting experience should include general ledger, financial systems, financial report generation, balance sheet reconciliations and journal entry processing. We are looking for a dedicated individual, willing to commit to our organization's goals and ideals.

**Duties:**

1. Assists with the development and monitoring of accounting systems and controls to ensure the financial integrity of the organization.
2. Manages and invoices city, county, and HUD grants on a monthly basis
3. Assists with annual audit by gathering backup and creating schedules
4. Serves as a liaison with independent auditors.
5. Assists with the yearly budget development processes.
6. Provide complete, accurate and timely closing for Month and Year end financials
7. Ensure accurate and organized filing system
8. Review and analyze general ledger and Balance Sheet accounts
9. Provides financial information to the Associate Director of Finance to assist in monitoring, reporting, and forecasting financial performance.
10. Works with the accounting technician in the following areas: accounts payable, accounts receivable, payroll, government reporting, benefits administration, personnel records and purchasing.

**Minimum Requirements and Qualifications:**

- Bachelor's degree in Finance, Accounting, Business Administration is preferred
- Experience in business and accounting functions of a substantial organization, including direct and substantial work within a non-profit or government entity.
- Experiencing in developing, administering and managing financial aspects of government grants. Preferred: Direct experience with HUD or similar federal grants.
- Ability to work under pressure on multiple projects and tight deadlines.
- Ability to work well with others.