



Position Title: Staff Accountant
Employment Type: Full-Time, Non-Exempt
Unit Organization: Finance & Accounting
Reports To: Senior Accountant
Salary Range: \$53,000 - \$61,000

PURPOSE OF POSITION

The Staff Accountant is responsible for supporting day-to-day accounting operations, including accounts payable (AP), accounts receivable (AR), cash receipts, and invoicing, ensuring accurate and timely processing of financial transactions.

This role also contributes to core accounting functions such as reconciliations, journal entries, and month-end close support. Responsibilities are structured to support strong internal controls, with appropriate segregation of duties and shared oversight of key reconciliation processes.

The Staff Accountant works closely with the Senior Accountant and collaborates across teams to maintain accurate financial records, strengthen internal controls, and ensure compliance with generally accepted accounting principles (GAAP). This position balances transactional responsibilities with opportunities to apply and further develop accounting skills.

KEY AREAS OF RESPONSIBILITY

The primary responsibilities of this position include but are not limited to:

Accounts Payable (AP):

- Process vendor invoices, ensuring accuracy and timely payment
- Maintain organized records of invoices, purchase orders, and payment activity
- Code expenses in alignment with general ledger accounts and budgets
- Reconcile vendor statements and resolve discrepancies
- Support maintenance and improvement of AP processes and internal controls

Accounts Receivable (AR) and Cash Receipts:

- Prepare and issue invoices accurately and in a timely manner
- Record cash receipts, including donations, grants, and program revenue
- Reconcile cash receipts activity to accounting records
- Track receivables, monitor aging, and follow up on outstanding balances
- Coordinate with Donor Relations to ensure accurate recording of contributions
- Maintain AR records and supporting documentation

Reconciliations and General Accounting:

- Assist with and support monthly bank reconciliations, with review and oversight by the Senior Accountant

- Assist in reconciling key balance sheet accounts, including cash, accounts receivable, and accounts payable
- Prepare reconciliation schedules and supporting documentation for review
- Investigate and resolve discrepancies in financial records in collaboration with the Senior Accountant
- Prepare and post journal entries with appropriate supporting documentation
- Maintain accuracy of general ledger activity

Month-End Close and Accounting Support:

- Assist with month-end and year-end close processes, including:
 - Preparing reconciliations and supporting schedules
 - Drafting journal entries for review and approval
- Maintain financial records in compliance with GAAP
- Assist with budget tracking and basic variance review as needed
- Contribute to process improvements and system enhancements
- Support special projects as assigned

QUALIFICATIONS

- 2–4 years of experience in accounts payable, accounts receivable, or general accounting preferred; applicable education will be considered in lieu of experience
- Bachelor's degree in accounting, Finance, or related field preferred
- Experience in nonprofit accounting is preferred
- Proficiency in accounting software and Microsoft Office, including strong Excel skills
- Experience with Salesforce or similar CRM systems is preferred
- Experience supporting account reconciliations and month-end close processes preferred
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Ability to work independently while collaborating effectively with the Senior Accountant and broader team

APPLICATION INSTRUCTIONS

Applications and inquiries can be directed to Hiring@unitedwaynwvt.org. Please attach a copy of your resume and cover letter to your application. The deadline to submit your application is Friday, July 24th

Accessible Hiring Policy

United Way of Northwest Vermont is committed to an inclusive and accessible application experience for all candidates. If you need an accommodation or a different format for any part of the application process, please contact our Human Resources office at Hiring@unitedwaynwvt.org / 802-861-7848. We will work with you to find a solution that meets your needs.