

**CobbWorks, Inc.**  
**Job Description**

**Job Title:** Staff Accountant  
**Reports To:** Business and Finance Director  
**FLSA Status:** Exempt

**Summary:**

The Staff Accountant is responsible for maintaining the general ledger. The position will record all transactions, generate reports, and draft statements for the Business and Finance Director. The Staff Accountant is responsible for performing account analyses and reconciliations and providing management with financial information based upon research and analysis.

**Essential Duties and Responsibilities:**

- **Maintain the general ledger**
  - Maintain and balance accounts; verify data.
  - Enter revenue and expense activity as journal entries to general ledger on a monthly basis by funding source
  - Enter general and adjusting journal entries.
  - Maintain the Fixed Asset and associated depreciation schedules, generates monthly detail for general ledger entries; ensure proper recording of new purchases and disposals.
  - Record deposits and disbursements
  - Maintain supporting detail schedules for receivables and payables
  - Perform monthly and annual general ledger closing
  
- **Financial statements & budgeting**
  - Generate monthly financial statements (Balance Sheet, Budget vs. Actual P&L) in QuickBooks
  - Assist Business & Finance Director with variance explanations
  - Assist Business & Finance Director with budget preparation
  
- **Perform analyses & assist in preparing financial reports**
  - Reconcile general ledger accounts
  - Develop and reconcile requested spreadsheet reports; verify information.
  - Answer accounting and financial questions by researching and interpreting data
  - Perform monthly bank reconciliations
  
- **Support monitoring visits and audits**
  - Prepare requested audit and tax schedules

**Education/Experience**

Bachelor's degree in accounting, finance or related field from an accredited four-year college or university or equivalent combination of education and experience required. Minimum of three year's work experience in accounting or finance required with two years in workforce development and/or business services desired.

**Time Management**

Ability to work under continuous deadlines, ensuring work is completed in a timely manner and with accuracy. Possess an attention to detail, and an ability to manage multiple projects simultaneously, while maintaining consistency in work performance. The Staff Accountant is expected to work all hours necessary to get the work done without prompting, including early or late days and weekends.

**Language Ability**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, laws and/or governmental regulations. Ability to produce well-written reports, business correspondence, grant requests and policy and procedure manuals using consistently correct grammar and accurate use of the English language. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability**

Ability to calculate figures and amounts such as income, discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have a working knowledge of word processing software, spreadsheet software, email, contact management software and internet software. Must have aptitude and ability to learn proprietary customer/client tracking software.

**Certificates and Licenses**

No certifications needed.

**Work Environment**

The noise level in the work environment is usually moderate.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee must regularly use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

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Approved: Supervisor/Manager

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Date

\_\_\_\_\_  
Acknowledged: Employee

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Date