



**JUNIOR ACCOUNTANT  
JOB DESCRIPTION SUMMARY  
REPORTS TO: CONTROLLER  
JANUARY 2016**

**I. BASIC PURPOSE OR FUNCTION OF THE POSITION:**

The Junior Accountant is responsible for the general and administrative accounting task functions outlined below.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**General Ledger**

- Maintain fixed assets register and generate monthly depreciation calculation and accounting entry.
- Maintain pre-paid expense account spreadsheet and generate monthly calculation and accounting entry.
- Audit contributions recorded in the accounting and development systems by reviewing gift documentation for gifts of \$1 - \$999 to ensure that unrestricted and restricted gifts are properly recorded and facilitate communications between Development and Accounting staff.
- Update land held worksheet monthly and enter the respective accounting entries.
- Check all donor gift cash receipt revenue entries daily.

**Payroll Processing & Benefits Support**

- Review time sheets of all employees for accuracy.
- Prepare and process semi-monthly payroll and prepare related journal entries.
- Administer and maintain the League's online timekeeping software for employees.
- Support employees in payroll inquiries.
- Process and track vacation requests.
- Enter monthly benefit journals prepared by the Benefits Administrator.
- Reconcile payroll expense to quarterly and annual payroll reports and prepare payroll audit schedules.
- Administer and maintain the League's payroll and timekeeping software, including researching and implementing new systems as needed.
- Perform reconciliation and distribution of W2s.
- Calculate and submit accurate and timely semi-monthly employer and employee contributions to benefit plans, including 401(k) retirement plan, flexible spending plans, transit and commuter plans and health savings accounts.
- Provide exemplary customer service to internal (employees and management) and external (broker, third party administrators, etc.) customers.

**Insurance Administration**

- Work with Controller to administer Property and Liability insurance, including annual applications and renewals, and land additions.

**Budget Preparation & Reporting**

- Assist Controller with development of the annual budget.
- Support annual budgetary process, including spreadsheet set up, meeting coordination and providing reports to staff.
- Enter and post budget data into the accounting system.
- Complete other financial or budgetary projects as requested.
- Print and disseminate the monthly financial statements, update dashboard and support staff in evaluation.

**Tax Compliance & Reporting**

- Prepare required schedules and confirmations for annual audit and respond to all audit requests.
- Prepare schedules for filing federal and state tax returns.
- Prepare and compile the history of fixed asset acquisitions and depreciation for the submission of the annual 571-L form.
- Responsible for charitable registration administration, including tracking and submitting legal document filings and renewals to U.S. states and working directly with the states and the third party vendor.

**General**

- Take minutes for Finance and Audit Committee meetings.
- Maintenance of accounting procedures manual.
- Set up monthly accounting binders.
- Assist with special projects as assigned, including providing cross-training and cover for absences.

**III. QUALIFICATIONS:**

- Bachelor's degree or equivalent work experience.
- Minimum of one year experience working in or closely with an accounting department. Payroll processing experience preferred. Interest in nonprofit accounting, benefits and benefits administration a plus.
- Must be detail-oriented and highly accurate with excellent organizational and time management skills. Able to work well both independently and as part of team.
- Customer service oriented, with unquestionable integrity and professionalism, and excellent oral and written communication skills.
- Strong Microsoft Excel, Word and Outlook skills required; proficiency with MIP or other accounting software, Raiser's Edge databases, or Microsoft PowerPoint desirable.
- A love of redwood trees and nature.

**IV. SUPERVISORY RESPONSIBILITIES:**

- None

**V. WORKING CONDITIONS/PHYSICAL EFFORT:**

- Regularly sits at a desk or computer workstation.
- Extensive use of computer, telephones and office equipment.
- Frequently moves about the office to collaborate with colleagues.
- Lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.
- May walk on uneven ground during offsite activities.