



JOB DESCRIPTION: STAFF ACCOUNTANT

June 2022

Role: The Staff Accountant supports the financial functions of School-to-School International (STS). This position has responsibility for the accounting functions of the organization with an emphasis on analytics and compliance. This position supports the month and year-end financial close, project management and reporting, and annual and program audit. In addition, the Staff Accountant supports implementation of and adherence to organizational and funder policies and procedures and provides guidance to other staff on compliance requirements as needed.

Responsibilities:

- Process and prepare payables and receivables, ensuring compliance with organizational and funder policies, procedures, and requirements
- Daily cash flow management including cash monitoring, deposits, investment accounts, bank transfers, and reconciliation reports
- Support month-end close process, including entering, reviewing, and posting journals and balance sheet reconciliations
- Prepare and post monthly labor allocations
- Assist in preparing monthly organizational financial statements and budget-to-actual variance reports
- Manage and reconcile corporate bank accounts, credit cards, and contribution and payment platforms like AmazonSmile and Stripe
- Manage expense reporting system, including expense software, and expense report submissions including authorization and policy compliance
- Work in conjunction with the Controller to ensure a clean audit and tax return
- Participate in Board Finance Committee meetings including preparation and dissemination of meeting minutes
- Responsible for 1099 filings
- Maintain department filing system, paper and electronic
- Support preparation of payroll including employee expense reimbursements
- Cross train with Finance and Operations staff to support as needed
- Other related duties as assigned by supervisor

Qualifications:

- Bachelor's degree in business administration, accounting, finance or other related field
- A minimum of five years of relevant work experience required
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)

- QuickBooks experience
- Willingness to learn organizational policies and procedures
- Willingness to become versed in applicable funder rules and regulations, particularly the Federal Acquisition Regulation (FAR), USAID Acquisition Regulation (AIDAR), federal cost principles, and 2 CFR 200 Uniform Guidance
- Proven organizational skills, meticulous attention to detail, and quick learner
- Professional proficiency in written and spoken English
- Demonstrated initiative, versatility, integrity, and interpersonal skills
- Willingness to travel up to 25% time
- Experience with international development or working in developing countries a plus
- U.S. work authorization required; STS is not able to sponsor employment visas
- Full vaccination against COVID-19

Supervision and Oversight: This position reports to the Controller.