



Staff Accountant

Purpose of the Position:

The Staff Accountant will assist the organization with all accounting operations, the month-end close process, preparation of financial statements, payroll administration, and office administrative functions. The Staff Accountant will also assist with process establishment, process improvement, and systems implementations, working collaboratively with others to meet the needs of the organization. Please send your cover letter and resume to Margaret Adamitis, Director of Finance and Administration at marge@wakemow.org.

Responsibilities:

1. Responsible for the accounting operations of the organization, including Accounts Payable, Expense Reporting and Cash.
 2. Responsible for all aspects of the Payroll process, including monthly payroll processing, processing timesheets and PTO, managing employee benefits and the 403(b) plan, and maintenance of employees in the payroll system.
 3. Responsible for the month-end close process, including bank reconciliations, fundraising and account reconciliations, invoicing funding partners, all recurring monthly journal entries, accruals of meal cost reimbursements, and all monthly analyses and reporting.
 4. Responsible for the annual Sales Tax Refund filing, as well as other periodic required reporting to governmental agencies.
 5. Assist the Director of Finance and Administration with process establishment and process improvement as needed, including implementation of new technology solutions.
 6. Provide supporting documentation to financial auditors and other monitoring bodies as requested by the Director of Finance and Administration.
 7. Responsible for various office management functions, including managing supplies orders, physical assets tracking, and managing other office administrative vendor relationships.
- Reports to: Director of Finance and Administration

Desired Qualifications:

1. Bachelor's degree in business, accounting, finance or similar is required
2. CPA license is preferred
3. 1-3 years of experience in an accounting role is required
4. Verifiable computer knowledge, including strong MS Excel skills, is required
5. Knowledge of Sage Business Works, ADP and QuickBooks is preferred
6. Passionate about the mission of Meals on Wheels of Wake County

7. Positive, solution-focused, change-driven, tech-savvy, and have the ability to manage multiple projects and priorities in a fast-paced, rapidly changing environment
8. Able to perform duties with minimum direction and supervision
9. Strong analytical skills; ability to gather and analyze data, identify problems, and propose solutions
10. Strong interpersonal skills; ability to develop and maintain effective working relationships with co-workers, volunteers, funding partners, vendors, and others

Meals on Wheels of Wake County, Inc. has a robust non-discrimination policy and affirms that persons are entitled to equal opportunities in employment, volunteer positions to include membership on the Board of Directors, and client services regardless of race, color, religion, sex, disability, national origin, age, sexual orientation or any other characteristics protected by Federal, state or local law.