

SOUTHERN ARIZONA AIDS FOUNDATION

SENIOR ACCOUNTING ASSOCIATE JOB DESCRIPTION

Scope of Work: The Senior Accounting Associate is responsible for processing accounts receivable, payroll and assisting in maintaining the computerized general ledger in accordance with generally accepted accounting principles (GAAP) and the agency Policies & Procedures Manual. The Senior Accounting Associate position is a full time, 40 hours/week non-exempt position, which may include some weekends. This position provides growth opportunities for candidates who demonstrate a positive team attitude, desire to learn and capacity to handle complex accounting issues unique to the non-profit sector.

Functional Responsibilities:

- Enters cash receipts into the accounting database, makes bank deposits and reconciles to accounts receivable balances.
- Monitors accounts receivable balances and verifies accurate application of payments.
- Responsible for tracking cash balances and recommending bank transfers as needed.
- Reconciles investment account statements and prepares adjusting entries for investment gains, interest and transfers between accounts.
- Prepares check requests for recurring payments associated with the Finance department.
- Responsible for preliminary review and processing of payroll and payroll reports.
- Prepares and posts periodic adjustments to the accounting records.
- Prepares adjusting entries, reclassifications and reports as needed for monthly billings.
- Prepares grant billings, including tracking of income and expenses, invoicing and preparation of required reports.
- Maintains the activity for the temporarily restricted funds and updates activity reports.
- Updates semi-annual personnel allocations and grant budget amendments.
- Reviews fixed asset purchases and updates accounting ledgers, as necessary.
- Assists the Director of Finance in the annual budget process.
- Assists the Accounting Manager in monthly and quarterly reporting.
- Assists in the preparation of work papers for annual audit and works with outside auditing firm to complete the annual audit.
- Assists with financial aspects of fundraising events.
- Acts as support to the Director of Finance in providing guidance and support to the Accounting Associate and agency staff members.
- Provides training to staff in the preparation of payment requests and general understanding of Finance Department functions.
- Cross-trained in duties to support as back-up for the Accounting Associate and perform those functions in the absence of the Accounting Associate.
- Performs specific research activities and other duties as assigned.
- Reports to the Director of Finance.

Minimum Qualifications:

- Three years of experience performing accounting functions.
- Understanding of, or experience with, A/P, A/R, payroll processing and general ledger.
- Ability to organize and prioritize work, perform multiple tasks, meet deadlines, identify and resolve problems and coordinate efforts with other staff members.
- Have access to reliable transportation, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Strong attention to detail and ability to see correlations between specific transactions and summary reports.
- Ability to identify and correct errors / omissions through a review of accounting ledgers, balances and summary reports.
- Proficiency in Microsoft Word and Excel
- Solution-oriented and willingness to collaborate with team members and agency staff to identify issues and develop solutions.

Preferred Qualifications:

- Bachelor's Degree in Accounting or related field.
- Knowledge and experience in nonprofit accounting.
- Experience with Accounting Software (Abila MIP).
- Effective oral and written communication skills.
- Ability to ten-key by touch.

Compensation: Minimum salary \$17.00/hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, email to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.