



## Job Description

**Job Title:** Staff Accountant

**Department:** Finance

**Reports To:** Controller

**Status:** Full-Time, Salary Exempt

**Location:** North Dallas, hybrid role

### Job Summary/Overview

The **Staff Accountant** plays a vital role in supporting the organization's financial health and accountability. This position is responsible for maintaining accurate financial records, supporting day-to-day accounting functions, and ensuring compliance with nonprofit reporting requirements. The Staff Accountant will assist with month-end close, accounts payable and receivable, reconciliations, audit preparation, and grant-related financial tracking.

This role is ideal for an individual who is detail-oriented, collaborative, and committed to supporting a mission-driven organization through strong financial stewardship.

### Key Responsibilities

#### General Ledger & Month-End Close

- Prepare and post journal entries, including payroll-related entries.
- Support month-end close processes by preparing accruals, prepaids, and other necessary adjustments.
- Reconcile general ledger accounts monthly to ensure accuracy and completeness.
- Maintain an organized Journal Entries Log and supporting documentation for audit readiness.

#### Accounts Payable & Vendor Management

- Maintain accurate vendor files and ensure proper documentation is on record.
- Review accounts payable transactions for accuracy, compliance, and correct coding.
- Process and release payments in accordance with organizational policies and internal controls.
- Review and code credit card transactions appropriately, including allocation by class, grant, category, line item, and memo.
- Download and import Ramp expense transactions into QuickBooks.

#### Accounts Receivable & Cash Flow Support

- Monitor outstanding receivables and follow up as needed to support healthy cash flow.

- Maintain accurate accounts receivable aging reports.
- Reconcile accounts receivable subledger activity with the general ledger.

### **Bank & Balance Sheet Reconciliations**

- Prepare and record daily bank deposits and maintain deposit logs.
- Perform monthly bank reconciliations and resolve discrepancies promptly.
- Reconcile credit card statements and other balance sheet accounts.
- Investigate and correct reconciling items to ensure financial accuracy.

### **Audit, Compliance & Grant Support**

- Support annual reporting requirements, including preparation of 1099 forms.
- Assist with annual audit preparation by providing schedules, reconciliations, and requested documentation.
- Provide financial support for grant tracking, restricted funds management, and compliance with donor reporting requirements.
- Assist with grant-related financial reporting and internal monitoring of restricted funding.

### **Required Qualifications**

- Bachelor's degree in Accounting, Finance, or a related field (or equivalent professional experience).
- Minimum of 2–3 years of accounting experience, preferably in a nonprofit setting.
- Experience with general ledger accounting and month-end close processes.
- Proficiency in QuickBooks or similar accounting software.
- Strong working knowledge of Microsoft Excel and financial reporting tools.

### **Preferred Qualifications**

- Experience with nonprofit fund accounting and grant tracking.
- Knowledge of restricted fund accounting.
- Experience using expense management platforms such as Ramp.

### **Core Competencies**

- Strong attention to detail and commitment to accuracy.
- Excellent organizational and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- Collaborative mindset and strong communication skills.
- Commitment to integrity, accountability, and stewardship of mission-based resources.

## **Work Environment & Values**

The Staff Accountant is expected to uphold the organization's commitment to equity, transparency, and responsible financial practices in support of our mission and community impact.

## **Physical Demands & Work Environment**

This position is primarily a remote role, but the candidate should live in the Dallas area for in-person meetings as needed. Onsite work will also include approximately once per quarter for team meetings, trainings, audit support, or organizational events in Austin, TX. The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to:

- Remain in a stationary position for extended periods while working at a computer.
- Use hands and fingers to operate a computer keyboard, mouse, calculator, and other standard office equipment.
- Communicate effectively verbally and in writing, including participation in virtual and in-person meetings.
- Review, analyze, and prepare detailed financial data using a computer and related software systems.

The employee must maintain a professional remote work environment with reliable internet access and the ability to participate in video conferencing as needed.

### **Disclaimer Statement**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may change at any time with or without notice. The employee may be required to perform other related duties as assigned.

The salary range for this position is \$58,000-\$65,000.

### **TO APPLY:**

Please email your resume to [careers@sustainablefoodcenter.org](mailto:careers@sustainablefoodcenter.org) with the subject title: Staff Accountant.