



JOB TITLE: Staff Accountant **JOB GROUP:** IX
LOCATION: Administration - 255 Delaware Ave, Buffalo, NY 14202
REPORTS TO: Controller **FLSA STATUS:** Non-Exempt

SUMMARY:

Responsible for processing bi-weekly payroll, researching and communicating with staff regarding payroll issues, processing garnishments and other payroll deductions and benefits, creating reports, responding to outside inquiries for payroll information, participating in budgeting process by tracking employee allocations and various other payroll related duties within the designated time frame. Also responsible for various financial and statistical reporting including monthly units of service productivity reports, spreadsheet templates for analysis and reconciliations.

RESPONSIBILITIES:

- Maintains general and subsidiary ledgers for all funding sources
- Assures accuracy and completeness of all journals
- Prepares monthly bank reconciliations
- Assists in audit preparation
- Maintains accounts receivable and cash receipt records
- Assists in the preparation of monthly financial statements
- Prepares monthly, quarterly and annual external financial reports as required

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to use computer software and hardware for accounting activities
- Ability to organize work and maintain detailed records
- Capacity to work independently
- Ability to work with Program Directors and other Supervisors in the organization.
- Strong Microsoft Excel, Outlook and Word skills
- Prior Experience in Sage 300 (ACCPAC) a plus

QUALIFICATIONS:

Bachelor's degree in Accounting or Finance. At least three years prior related work experience in the Accounting or Finance field is required

To apply, please use the following link:

Staff Accountant: <https://home.eease.adp.com/recruit/?id=7109201>

If link does not connect, please copy and paste address in your web browser

For more information please visit www.lake-shore.org