



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

SUMMARY:

Assists with general accounting functions. Aids in the development and implementation of financial systems and procedures. Prepares internal and external financial reports and vouchers.

WHAT WE OFFER

A full time position in a friendly work environment in downtown Buffalo that believes in a good work life balance. Part time growing to full time is possible for right candidate. We have a solid Paid Time Off Policy, contribute to a good health care plan, and offer an employer sponsored retirement plan and free parking.

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

QUALIFICATIONS

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

REQUIRED SKILLS

- 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

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