



POSITION ANNOUNCEMENT
Staff Accountant
July 3, 2019

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Staff Accountant** to ensure timely and accurate generation of financial statements and to be responsible for month end closing procedures and various reporting requirements and maintenance of financial software.

Responsibilities:

1. Produce Financial Reports for Family Service of the Piedmont, Inc. Family Service of Greensboro Foundation, Inc. and Family Service of High Point Foundation, Inc. and journal entries as needed for review and approval by the CFO.
2. Create and produce Divisional, Facilities, Quarterly and Other Financial Reports as requested.
3. Maintain Chart of Accounts and Management Report Coding.
4. In-put Budget for FSP, FSG, and FSH into Great Plains Software.
5. Record Capital Expenditures, maintain Fixed Asset files, and produce year end reports.
6. Produce Depreciation entries for all 3 companies and maintain Prepaid – Agency Account.
7. Compile Cash Receipts, produce cash deposits, and maintain record of deposits.
8. Order office supplies for the Agency and produce monthly expenditure reports.
9. Reconcile Bank Statements & Endowments for Foundations and CCCS Trust Account.
10. Back up for Accounts Payable and coding of expenses.
11. File and produce reports for Sales and Use Tax Refunds.
12. Maintain all Cost Reporting processes required by the State of North Carolina.
13. Maintain Indirect/Direct Cost Reporting and implementation of Cost allocation Plan.
14. Assist Chief Financial Officer on various projects (if not listed in the above) as needed.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Understanding of Generally Accepted Accounting Principles.
4. Knowledge of Microsoft Office and Great Plains Software.
5. Ability to work independently and meet deadlines.
6. Minimum 3-4 years of general ledger experience.
7. Bachelor's Degree in Accounting preferred.

Send resume and letter to:

Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER