

**COASTAL COMMUNITY ACTION PROGRAM**  
**101 E Market ST**  
**Aberdeen, WA 98520**

**JOB TITLE: Staff Accountant**

**JOB DESCRIPTION**

**SUMMARY DESCRIPTION:** This position accurately performs a variety of complex financial analysis of accounting and fiscal data, and is generally responsible for the constant accuracy and completeness of accounts payable, accounts receivable, purchase orders, bank reconciliation and in kind. This position performs general and specialized duties in a wide variety of financial areas including accounting, contracts and grants.

Salary Range: \$31.26-\$42.09 DOE

**PRIMARY RESPONSIBILITIES:**

1. Accounts Payable Reporting and processing.
2. Review billing to contract.
3. Review, monitor and analyze agency general ledger, accounts payable, accounts receivable, purchase orders, bank reconciliation and in kind for accuracy and completeness.
4. Accurately performs a variety of financial analysis of accounting and fiscal data.
5. Strong telephone and customer service skill with the ability to clearly communicate to the public and internal staff, verbal and written.
6. Ability to prioritize tasks to meet routine deadlines.
7. Organizational skills to create and maintain fiscal files.
8. Dedication to accuracy with an eye for detail.
9. Prepare, review and analyze expenditure data for monthly billings to all funding sources by established fiscal procedures with the supervision of the CFO & submit by due date.
10. Ability to work with confidential information and maintain confidentiality
11. Ability to produce agency financial data and management reports from the accounting system
12. Timely and accurate financial management reporting.
13. Prepare various fiscal reports required by state and federal sources.
14. Keep up to date and attend trainings on GAAP and OMB regulations.
15. Have working knowledge of all fiscal positions to aid in coverage when called upon.
16. Review and develop ongoing procedures for each function performed and update regularly.
17. Perform internal audits.
18. Assist agency staff to comply with fiscal policies.
19. Provide fiscal information to staff, vendors and outside agencies.

20. Prepare schedules and /or list for audits complete with backup
21. Respond to department vendor inquiries: payment status-check status
22. Daily banking reports
23. Corporate credit cards: maintain list of cardholders; download-send spreadsheets to cardholders for purchase order processing
24. Download all e-statements for utilities including cell phones

**ADDITIONAL QUALIFICATIONS:**

1. Bachelors Degree in business, accounting or finance AND two years' recent professional experience in accounting or business field. An Associates Degree AND seven years' professional experience in accounting or business field will be considered.
2. Professional experience may substitute for education but not usually for the credit hours.
3. Excellent written and oral communication skills and ability to present issues in a logical, concise and understanding manner.
4. Demonstrated ability to be flexible and solve problems creatively with staff and direct co-workers.
5. Demonstrated success in working cooperatively and effectively with diverse stakeholder (local, state and federal).
6. Computer literacy required.

***It is the policy of the Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, age, sex, religion, national origin, marital status, sexual orientation, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.***