STAFF ACCOUNTANT
POSITION DESCRIPTION

Reports to: Chief Financial Officer

Summary of Position Description

Detroit Shoreway Community Development Organization is seeking a full-time Staff Accountant. The position reports directly to the Chief Financial Officer. This position will be responsible for working closely with the Chief Financial Officer in Accounting and Human Resource departments. Principle responsibilities are as listed below.

Principle Responsibilities
1. A/P processing – Includes review of vendor invoices, proper staff approval, coding and entering of invoices into Quickbooks Accounting Software, and printing of checks. Also includes correspondence with vendors and timely filing of check requests/invoices.
2. A/R processing – Processing of checks and preparation of bank deposits for CFO. Entering of receipts into Quickbooks, and filing of supporting documentation.
3. Preparation and updating of supporting schedules in Excel.
4. Preparation of bank reconciliations for select accounts.
5. Preparation of cash flow and variance analysis schedules for individual projects.
6. Assist in the management of the organization’s information technology systems including establishing email accounts for new employees, managing staff and board e-mail distribution lists, and maintaining an inventory of hardware and software.
7. Preparation of Board packets, make reminder calls to the Board, and attend Board meetings and take minutes.
8. Order office supplies and maintain inventory control on a weekly basis.
9. Other duties as assigned.

Position Requirements
1. Minimum of Bachelor’s Degree in Accounting.
2. Must be proficient in Microsoft Office Suite including Word, Excel, Publisher, and Outlook.
3. Experience with Quickbooks a plus.
4. Ability to perform duties with minimal supervision.
5. Must be able to multitask and have the ability to work under pressure.
6. Must have good oral and written communication skills.
7. Ability to attend occasional evening and weekend meetings.

Physical Demands
Able to operate a computer and keyboard. May require reaching, standing, walking, grasping and feeling and the ability to lift or move objects up to 20 pounds. Requires vocal communication for expressing or exchanging ideas, hearing to perceive information at normal
spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining accuracy and thoroughness for work, and observing general surroundings and activities.

**Working Conditions**
Availability for extended hours during peak periods and attendance at occasional evening/week-end meetings. Exposure to inside and outside environmental conditions.

*This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.*

**Equal Opportunity**
Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

**Compensation**
- Salary range from $45,000 to $50,000/year
- Healthcare coverage available with partial contribution by employer.
- Long term disability insurance is provided by employer; short term disability is available at employee’s expense
- Employer contribution to 403 (B) retirement plan
- Holiday pay including Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and weekdays from December 24th through New Year’s Day.
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days per year beginning the second year of employment

**SEND RESUMES TO:**

Sharon Parks
Chief Financial Officer
Detroit Shoreway Community Development Organization
6516 Detroit Avenue, Suite 1
Cleveland OH 44102

FAX: (216) 961-8830
E-mail: sparks@dscdo.org

Resumes due by 9:00 a.m. on Tuesday, February 21, 2017
NO phone calls please