

**JOB DESCRIPTION**  
**Junior League of Raleigh**  
**STAFF ACCOUNTANT**

**STATUS:** Exempt, 30 hours per week

**Reports to :** Administrative Director

**PRIMARY RESPONSIBILITIES:**

To manage and account for the funds of the JLR by preparation of operational budgets and coordinate the distribution of various financial reports and analyses.

**GENERAL DUTIES:**

- Process accounts payable checks according to the Check Schedule (normally every two weeks) and any out of cycle requests
- Transfer funds from JLR's Operating Money Market account to the checking account as needed Responsible for paying sales tax, Bargain Box rent and association fees, and other service fees which are not billed directly. Pay on all loans by due date
- Prepare account analyses and ad hoc reports as needed for Administrative Director, Treasurer and committees as requested
- Track bulk mail and first class postage accounts usage/replenishment
- Oversee request, receipt, and filing of W-9 forms from League vendors
- Maintain the accuracy of the League's depreciation schedule using its capital asset management software
- Assist Membership Services Coordinator in importing online dues payment and online Spree member ticket purchase data into Raiser's Edge
- Install updates for JLR's accounting software
- Track inventory, sales and financial figures related to JLR's Cookbook Team operations
- Assist with annual audit preparation and processes
- Assist with monitoring budget expenditures and prepare written reports and analyses to management setting forth progress, adverse trends and appropriate recommendations or conclusions.
- Maintain liaison with administrative staff and JLR leadership in the preparation and analysis of financial reports to provide information and to resolve problems concerning variances from approved budget.

**MONTHLY DUTIES:**

- Record appropriate payroll entries in G/L
- Track and oversee ACH process for Capital Campaign
- Record appropriate Bargain Box and Cookbook entries in G/L
- Download Merchant Account (credit card) receipt information and allocate revenues to appropriate accounts

- Close general ledger monthly; includes charge-backs to committees, accrue interest on investments, reconcile balance sheet accounts, print statements, file back-up for ledger entries
- Prepare monthly financial statements for distribution. E-mail statements to President, President-Elect, Treasurer, Treasurer-Elect and Administrative Director and oversee distribution of statements by Administrative Assistant to VPs and Team Captains

#### **QUARTERLY DUTIES:**

- Track copier & postage (first-class & bulk) usage and allocate appropriately.
- Collect and prepare deposits for miscellaneous postage and copier revenues.
- Compare Dues, Annual Fund, Corporate Development, Spree Booth and Sponsorship, and Showcase of Kitchens Sponsorship payments received per the general ledger to Raiser's Edge amounts and reconcile any differences

#### **YEARLY DUTIES:**

- Prepare and mail 1099 forms in January of each year
- Prepare Wake County Personal Property Tax Forms for JLR and the Bargain Box
- Prepare Solicitation License application in September at the direction of the Administrative Director.
- Prepare Capital Campaign Pledges Receivable spreadsheet and record present value amounts in general ledger
- Work with Treasurer and Finance committee to update Financial and Accounting Procedures as requested.
- Work with Treasurer and Finance committee, as described below, to assist with the budgeting process.

#### **BUDGET:**

- Assist Committee captains in preparing next year's budget by answering current year budget questions (December - April).
- Create committee budgets for next fiscal year and "roll-up" of full budget.
- Create Budget Booklets (April - June) once budget is approved by the General Membership.
- Update accounting software with new budget information (June).

#### **ANNUAL AUDIT:**

- Work with Administrative Director to prepare items for audit.
- Prepare various reports as requested by auditors.
- Assist auditors with audit by answering questions, preparing necessary additional entries as requested and generally completing any transactions requested by the auditors.
- Along with Administrative Director, review draft copy of audit for completeness and accuracy.
- Maintain financial files for auditors and Administrative Director.

**OTHER DUTIES:**

- Serve as backup to Administrative Director for processing JLR's payroll and other duties, as assigned.
- Provide telephone coverage back-up, as needed.
- Assist members as needed.
- Maintain confidences and confidential information.
- Attend meetings of Finance Committee for the Administrative Director as requested.

**Responsibilities include, but are not limited to, those above and may be changed at the discretion of the Administrative Director.**

**Qualifications**

<b>Education:</b>	Bachelor's degree in Accounting, Economics or a related business field.
<b>Experience:</b>	Work requires two years of experience in accounting and budget review and analysis in a nonprofit setting and familiarity with generally accepted accounting principles.
<b>Knowledge, Skills, and Abilities:</b>	Extensive knowledge of accounting software, such as Sage Software MIP. Proficiency in Quickbooks and Excel required. Knowledge of MS Office and database software strongly preferred.

Interested applicants please send cover letter, résumé, and three references to [jlracct@jlraleigh.org](mailto:jlracct@jlraleigh.org).

**The Junior League of Raleigh is an equal opportunity employer.**