

GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Junior Staff Accountant
STATUS: Support Staff / Non-Exempt
DEPARTMENT: Finance

1. CHARACTERISTICS OF THE JOB:

Provide basic to intermediate level support to the entire department utilizing formal education and work experience skills. Position will have both assigned routine tasks and revolving project work in a support role to the senior positions. Assigned tasks can include, but are not limited to, creating purchase orders from requisitions, assisting with data input for Accounts Payable, Cash Receipts, Payroll and/or General Accounting.

Position is responsible for completion of assigned account reconciliations such as investment bank accounts, benefits and lesser complex balance sheet accounts as defined by department manager. Maintains organization established for departmental filing, i.e. journal entries, monthly checklists, posting reports.

2. PROVIDES SUPERVISION TO:

None

3. RESPONSIBILITIES - ESSENTIAL FUNCTIONS:

- A. Use of Excel spreadsheets and Traverse accounting software, as needed.
- B. Verifying accuracy and completion of Support2020 information.
- C. Assist with the preparation of purchase orders.
- D. Assist with verification of time data for payroll.
- E. Provide assistance with input of budget data.
- F. Input journal entries in Traverse program.
- G. Support senior accountants in journal entry creation.
- H. Provide support in transaction and activity reviews.
- I. Maintain the confidentiality of accounting and payroll information.
- J. Adhere to all agency policies.

ANCILLARY FUNCTIONS:

- K. Provide assistance for processing payable checks, payroll input and processing of

JUNIOR STAFF ACCOUNTANT
Page 2 of 3

- payroll reports, and tracking fixed assets.
- L. Perform other job related duties as assigned by supervisor.

4. QUALIFICATIONS:

- A. Knowledge of accounting practices specifically as they relate to accounts payable, accounts receivable, purchasing, general ledger and financial statements.
- B. Excellent mathematical skills.
- C. Accurate 10 key by touch operation.
- D. Associates Degree plus 2 years experience. Formal education in accounting required however higher education may be considered in lieu of work experience.
- E. Accounting Software experience.
- F. Proficient in Microsoft Excel and Word.
- G. Highly organized, self-directed and detail oriented.

5. WORK ENVIRONMENT:

Clean, well ventilated office. Overhead lighting. Carpet. Temperate climate. Low to moderate noise level.

6. PHYSICAL REQUIREMENTS:

Continuous sitting. Fine finger movements with continual computer use. Occasional driving. Frequent bending, reaching and grasping. Occasional lifting to 25 pounds. Visual skill required.

7. IMMEDIATE SUPERVISOR(s):

Senior Accountant and Accounting Managers

8. APPROVAL:

Vice President of Finance

DATE

President/CEO

DATE

JUNIOR STAFF ACCOUNTANT
Page 3 of 3

9. ACKNOWLEDGMENT:

I have read and received a copy of this position description.

EMPLOYEE SIGNATURE

DATE

PRINT NAME

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