Peninsula Humane Society & SPCA
Junior Accountant

Job Title: Junior Accountant
Division: Finance & Administration Division
Reports To: Interim Controller
FLSA Status: Non-Exempt, Non-Union
Salary: $30.00 - $36.00/hour (DOE)

Excellent benefits package available

Summary: Reporting to the Interim Controller, the Junior Accountant will be responsible for ensuring the financial integrity of the general ledger and ensuring timely and smooth month-end and year-end closes. This position is responsible for reconciling account balances and bank statements for PHS/SPCA. Additionally, this position is responsible for the Payroll function and related reporting.
Position is hands-on and must be performed on-site.

Essential Duties and Responsibilities include the following:

- Supporting the day-to-day and monthly accounting operations, including account reconciliations, journal entries and initiating reimbursements for some receivables.

- Assist with maintaining an accurate GL database and ensuring integrity between GL and development database.

- Assist with contributing to external audits by preparing schedules and coordinating projects, preparing reports and providing accurate and relevant information.

- Assist with documenting and maintaining policies, procedures and workflows for assigned areas of responsibilities.

- Perform bi-weekly payroll processing and related reporting, including verification of timesheets, union dues, etc.

- Working with human resources to ensure accurate employee set-up/changes in payroll, benefit/union deductions and reporting, accruals, and resolving payroll related issues/discrepancies. Processing and maintaining retirement transmission, reports and census. Preparing final checks timely.

- Prepare bank reconciliations and investigate discrepancies.

- Maintain fixed asset and depreciation schedules

- Maintain schedules for select prepaid expenses. Amortize as appropriate and record monthly allocation expenses.

- Prepare certain monthly reports in a timely manner
- Assist with departmental and organizational special projects as assigned
- Assist in budget preparation as necessary
- Perform other accounting duties as assigned

Supervisory Responsibilities:

None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Upon hire, must pass a background check. Possess time management, problem solving and strong organizational skills. Must be detail-oriented and able to effectively prioritize competing projects.

Education and/or Experience:

Bachelor's degree in accounting from a four-year college or university or an equivalent combination of education, training and experience. Minimum 2 years' experience in similar role. Thorough understanding of accounting and Generally Accepted Accounting Principles (GAAP). Experience with Blackbaud Financial Edge and ADP Workforce Now strongly preferred.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate earnings, labor hours and overtime plus figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to apply concepts of basic algebra.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Knowledge of computerized general ledger systems, such as Blackbaud Financial Edge; payroll systems, such as ADP Workforce Now; and Microsoft Office Suite (Excel, Word, Outlook).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk or hear. The employee is frequently required to use hands and fingers to handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. May be exposed to zoonotic diseases. This position has designated start times due to time-sensitive duties, opening the shelter, offering services, etc.

EOE/M/F/D/V/SO