



Job Title:	Accountant	Reports to:	VP, Finance & Administration
Department/Division:	Finance & Administration	Direct Reports:	None
Status:	Regular, Full-time; Exempt	Date:	February 2020

Job Purpose:

Responsible for ensuring GSI's financial and payroll records are accurately maintained in a timely manner by managing all accounting and payroll processes.

Essential Responsibilities:

- Responsible for managing the full cycle of accounting procedures and processes including payables, billing, receivables and account reconciliations.
- Responsible for bi-weekly payroll processing, payments.
- Benefit administration responsibilities to include orientation and set up of new employees, changes, and reconciliation of related G.L. accounts.
- Assists Investor Relations department in the collection process of past-due invoices by providing timely reports and reminders.
- Collaborates with V.P. of Finance and Administration to identify and implement business solutions which improve management accountability, as well as improve quality and efficiency of key financial processes.
- Assists GSI staff and members with accounting and payroll issues and questions.
- Maintains and updates GSI accounting procedures and internal controls information.
- Develops and maintains relationships with banks, vendors, and brokers to positively impact GSI's operations.
- Contributes to organizational success by:
 - working with colleagues to discover and develop ways to retain, grow, better align and leverage GSI resources for greater impact;
 - developing and maintaining relationships with GSI's Board and members to improve investor engagement;
 - contributing to an organizational culture of team work, support, engagement, and empowerment;
 - regularly evaluating GSI's systems and processes for continuous improvement; and
 - contributing to the collection, organization, and presentation of key data in relation to GSI's strategic plan and goals.
- GSI reserves the right to change or assign other duties to this position.

Knowledge, Skills, & Experience Requirements:

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.

- Education/Experience: Associates Degree in accounting, and 5 years related experience or training is required. An equivalent combination of education and experience may be considered. Bachelor's Degree preferred; prior industry and non-profit experience desirable. Experience with fund accounting and IT systems also desired. Demonstrated competence managing, monitoring, and reconciling fiscal records. Demonstrated knowledge of accounting rules and regulations governing recordkeeping and fiscal management. Demonstrated proficiency in 10-key data entry. Demonstrated experience providing critical fiscal support to an organization with close attention to detail.
- Certificates and Licenses: Valid driver's license.
- Computer Skills: Technology savvy and proficient using accounting and payroll software, expense reporting software, CRM software, Microsoft Office suite, and internet. Preferred experience with Intacct accounting software, PayNorthwest payroll/HR software, and Expensify software.
- Supervisory Responsibilities: None.

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.

Exposed to typical office environment conditions and noise levels. Occasionally required to travel to local events, meetings or training by car; may also occasionally travel out of the area for meetings or training opportunities by car or air. Regularly scheduled to work 40 hours per week; occasionally required to work more than 40 hours per week to meet deadlines, finish assignments, or attend events and meetings (all overtime hours worked must be approved by supervisor in advance).

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, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Employee Acknowledgement

I acknowledge, understand and agree to the job duties and requirements for this position.

Employee Name (printed): _____

Employee Signature: _____

Date: _____