

PPAI JOB DESCRIPTION

Staff Accountant

Brief Summary of Position

The Staff Accountant under general direction of the Director of Finance, is responsible for generating & delivering timely & accurate account reconciliations and account analysis for PPEF and SAAC. Complete Process of payables (Vendor setup, Invoice input, Check processing) according to due date and/or date of available approval. Provide purchase order numbers in a timely fashion. Produce monthly reconciliation of fixed asset, prepaid expense, unearned revenue accounts and employee receivables. Research questions about payables in a timely fashion and relay information in a professional manner. Maintain appropriate files related to activities. Process Regional Association Transactions using QuickBooks Online (Full Cycle)

Reporting Structure

Title of reporting manager: Director of Finance and Administration

Department: Finance

Job Status

FLSA Status (Exempt / Non-Exempt): Non-Exempt

Compensation (Hourly / Salary): Hourly

Job Status (Full-Time /Part-Time /Temp): Full Time

Daily Schedule (Start time Flexible / Not Flexible): Start Time Flexible

Work Location: Position must work from HQ location/Hybrid work schedule

Job Discretion

How many people does this position supervise? -0-

Does this position have disciplinary responsibilities: No

Does this position have hiring / termination responsibilities: No

Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties (Most Important)

1. Process monthly transactions for PPAI and PPEF
2. Manage purchase order records
3. Maintain contract files
4. Prepare monthly account reconciliations
5. Research payables questions
6. Maintain appropriate files for PPAI and PPEF
7. Process journal entries
8. Process Chase expense reports for all employee card holders
9. Process travel expense reports for employees without a company card
10. Collect funds owed back to PPAI from personal use of the company card & cash advances.

Secondary Responsibilities

1. Processing payables, receivables, deposits and journal entries in QuickBooks for SAAC
2. Utilize Wild Apricot and Affinipay to research invoices and payments received for SAAC
3. Maintain appropriate files for SAAC
4. Process monthly FedEx allocation and journal entries
5. Process monthly ACH debit journal entries
6. 099 vendor reporting
7. Other duties as assigned

Additional Essential Functions or Responsibilities:

1. Exceptional professionalism.
2. Strong prioritization skills.
3. Multi-tasking capability.
4. Cooperative and helpful spirit. Team Player.
5. Maintains standards of excellence.

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest & ongoing communication as needed to support success throughout PPAI
2. Meet established deadlines for all projects, reports & communications for all audiences both internally & externally.
3. Provide quality products, reports, communications & projects for all audiences internally & externally.
4. Be fair, consistent, responsive & supportive of leaders, staff, board members, members & vendors.
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI & the industry.
6. Be empowered, accountable & responsible for your career success, actions, influence & impact upon the organization.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements for Accounting Coordinator

School/Certification Authority	Degree/Certification	Major/ Minor
College or University	Bachelor's	Accounting (or equivalent experience)

Experience Requirements

Type of Work	Years of experience	Depth of Experience	Other Details
Accounting	4	Mid Level	
Dynamics Great Plains Accounts Payable	4	Mid Level	Full Cycle Process
QuickBooks Online	4	Mid Level	Full Cycle Process
NetSuite	4	Mid Level	Full Cycle Process

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's	Other Details
Dynamics GP Accounts Payable	4 years	Mid Level	Complete Process
NetSuite	4 years	Mid Level	Complete Process
General Ledger Systems	4 years	Mid Level	(or equivalent education)
QuickBooks Online Accounting	4 years	Mid Level	(or equivalent education)
Double Entry Accounting	4 years	Mid Level	(or equivalent education)
Analysis and Reconciliation	4 years	Mid Level	(or equivalent education)
Microcomputer Skills	4 years	Mid Level	(or equivalent education)

Physical Requirements:

- *Sitting: 75%
- *Standing: 10%
- *Lifting: 5%
- *Pushing/Pulling: 5%
- *Bending/Stooping: 5%
- *Extended work hours, extended weeks (endurance requirement): rarely

Work Environment:

- *Office environment: 100%
- *Trade show floor or event venues: rarely
- *Temperature controlled: 100%
- * Travel required

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Send resumes to: Apply@ppai.org**