

#### PURPOSE

The Staff Accountant is responsible for assisting the Director of Finance in providing the highest level of financial support services to chapters, volunteers, vendors, and donors of the Fraternity and Foundation.

#### DUTIES/RESPONSIBILITIES

- Prepare daily, monthly and annual reports, including batch reports, accounts receivable trial balance, invoice and deposit reports. Maintain accounts receivable files, including proper backups for month-end close and the annual audit.
- Prepare and post biweekly payroll reporting, train new employees on the use of payroll reporting tools.
- Reconcile Foundation investments and pledges receivable general ledger accounts monthly and maintain a proper backup for the audit.
- Prepare and maintain files of monthly cost-based reimbursement invoices, monthly financial assistance reports, and annual fund balance reports regularly.
- Prepare and perform daily bank deposits with proper batch descriptions for reconciliation, maintain mobile readers, and train staff on the use of mobile readers.
- Prepare and issue invoices and monthly account statements. Assist with month-end and year-end close.
- Perform other related duties as necessary or assigned.

#### REQUIRED SKILLS/ABILITIES

The ideal candidate can maintain a positive attitude, focus on solutions, collect and analyze data, establish facts and draw valid conclusions, gather and organize information and data, manage projects with multiple variables, determine specific action, and prepare and/or edit financial reports, records, and correspondence.

They should maintain strong attention to detail, oral and written communication skills, an ability to set priorities and take initiative, a willingness to collaborate with co-workers on projects and urgent situations, and a flexible and optimistic attitude.

#### EDUCATION AND EXPERIENCE

A bachelor's degree in accounting, finance, or business is preferred. The candidate should have a **minimum** of three years of accounting, finance, or financial analytics experience. They should have proven experience in client services and relationship building with internal and external constituencies (e.g., members, volunteers and vendors). Experience with iMIS, membership databases and other financial accounting systems is preferred.

Kappa Kappa Gamma is committed to building and maintaining a workplace that reflects human diversity, and is committed to equal opportunity and eliminating discrimination and harassment.