

# GIRL SCOUTS OF THE DESERT SOUTHWEST

## JOB DESCRIPTION

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<b>TITLE:</b>	<b>Staff Accountant</b>
<b>REPORTS TO:</b>	<b>Controller/CEO</b>
<b>FLSA Status:</b>	<b>Full-Time Exempt</b>
<b>Locations:</b>	<b>El Paso, TX</b>
<b>GRADE:</b>	<b>8</b>

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### JOB SUMMARY

This position is responsible for daily accounting operation including but not limited to accounts payable, cash receipts, general ledger reconciliations, and other essential accounting duties. Under the supervision of the Controller and CEO, the staff accountant will ensure accurate and timely financial reporting.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures accurate and timely posting, balancing and reconciliation of general ledger accounts.
- Reviews and research significant fluctuations in general ledger balances.
- Reconciles balance sheet accounts monthly and for annual audits.
- Assist in preparation of internal financial statements in accordance with generally accepted accounting standards.
- Maintains and reconciles fixed asset subsidiary ledger and investment schedules.
- Assists in preparation of budget and maintains budget worksheets.
- Reviews AP/AR to ensure accurate coding.
- Prepare monthly bank reconciliations of all accounts, journal entries and monthly closing of financial records.
- Monitors restricted funds and prepares journal entries to release net assets.
- Maintain records, prepare reports, and confer regularly with the Controller.
- Work in cooperation with all departments to ensure consistent services to all.
- Perform other special assignments as delegated by the CEO and Controller.
- Model and support Best Practices in Accounting and other GSUSA and Council policies.
- Other duties as assigned.

### 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, skills, and/or abilities required.

#### A. Education and/or Experience

- Nonprofit Accounting Preferred
- Bachelor's degree in accounting or the equivalent experience.
- Experience in fund accounting, preferably in a non-profit setting.
- Advance skills in Excel and MS Office.

- Accounting software experience, Abila preferred.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Maintain throughout employment a valid TX or NM driver's license and insured vehicle in good working order. Must provide proof of insurance.
- Membership in GSUSA.

## **B. Certificates, Licenses, Registrations**

- Valid Driver's License
- Girl Scouts membership required (paid by council).
- CPA (Preferred)

## **C. Language Skills**

- Excellent, effective English language abilities, both oral and written.
- Spanish speaking a plus.

## **D. Reasoning Ability**

- Demonstrated reasoning ability, to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven capability to work in a collaborative, service-focused environment.
- Demonstrably strong analytical skills, as well as problem-solving and conflict management capabilities

## **E. 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.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to give presentations in front of large groups.
- Ability to give and receive information by telephone and in person.
- Ability to sit upright for extended periods of time.
- Ability to occasionally climb or balance, stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance, and meet the council insurance company's requirements for coverage.
- Other demands, as determined by the council.

## **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. This job functions primarily in a designated Council office location which provides a professional workspace in an open concept office environment.

### **Other Working Conditions**

- Continuous requirement for professional demeanor and appropriate office attire.
- Criminal background and DMV checks are required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

### **GIRL SCOUT CORE COMPETENCIES**

The competencies listed below are core to the Girl Scout movement:

- **Empathy**, with colleagues and customers – a successful member of the Girl Scout team approaches others with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, show enthusiasm, explore alternatives before acting, take on challenging tasks and see opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting, staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff works for the good of the whole, works collaboratively at all times, models assertive behaviors: bold, confident, respectful, empowers others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

### **Acceptance of Job Description:**

I understand and accept this job description. I understand that it supersedes any previous job description. I further understand that future performance evaluations will be based on my meeting the tenets of the job description. The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. I acknowledge being given a copy of this job description.

Agreed to by

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Updated 5.24.2023