

SPECIAL OLYMPICS NEW JERSEY, INC.

Position: Accountant – Level 1

Responsible To: Finance & Administration Director

Description: The person in this position is responsible for accounting duties in the Finance Department. This position is exempt; occasional evenings and weekends may be required.

Key Responsibilities (% time allocation)

- Processing accounts payable including invoice preparation, input of invoices and check printing (30%)
- Processing accounts receivable, preparing deposits. Daily data entry of all monies in appropriate database (30%)
- Preparing and posting journal entries and performing month end closing and prepare monthly financial statements (25%)
- Maintain fixed assets, depreciation and other schedules (10%)

Other Responsibilities

- Become familiar with the organization's mission, program activities, events and other functions, along with sponsors of SONJ
- Vendor statement reconciliation
- Distribution of financial statements
- Multiple bank reconciliations
- Process offline credit card transactions
- Prepare annual 1099 and W-2G forms and filing
- Assist with the annual budget and audit process
- Maintain financial document retention files
- Other duties as assigned

Qualifications

- Associate or bachelor's degree preferred
- High School diploma with credited courses or Bookkeeping Certificate required
- 5 – 7 years of Accountant experience required
- Experience working with independent auditors preferred
- Experience performing monthly closings of AR, AP, Payroll and generation of financial statements required.
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP)
- Experience in MS Dynamics SL accounting software preferred
- Proficient in MS Office Suite including Word, Excel, and Outlook required
- Must be organized and capable of managing multiple projects
- Familiarity with database systems
- Strong verbal and written communication skills
- Thrives in a collaborative, team player office environment
- Ability to maintain confidentiality

Competencies

- Build collaborative relationships
- Flexible
- Ability to prioritize work to meet deadlines

Please forward your cover letter, salary requirements and resume to CAW@sonj.org