



Campaign For Working Families, Inc. Job Description

Job Title:	Staff Accountant	Last Updated:	December 2022
Department:	All	Primary Manager:	Controller
DOL Status	Full-Time	FLSA Exemption:	Exempt

Overview Campaign For Working Families

The Campaign for Working Families, Inc. (CWF) facilitates expanded income security to low and moderate wage earners in the Philadelphia and Southern New Jersey regions by increasing their access to the Earned Income Tax Credit (EITC) and other federal credits, low-cost financial services, and products and public benefits. During the tax season, the Campaign operates many VITA (Volunteer Income Tax Assistance) tax sites throughout Philadelphia and Southern New Jersey, supported by volunteer tax preparers that provide free tax preparation services for low and moderate-income families and individuals. Additionally, CWF will be providing unemployment assistance to those seeking unemployment benefits, while working to connect the unemployed with workforce access and opportunities.

Position Summary

As a key member of the Campaign for Working Families Team, this position is responsible for bookkeeping and financial management. This position's primary focus is the efficient acquisition and deployment of both short- and long-term financial resources, to ensure the objectives of the Campaign are achieved.

Essential Functions

Fiscal

- Process accounts payable ensuring that bills are paid on time.
- Reconcile the credit card account and manage the approval process of this and all payables.
- Prepare monthly invoices for CWF funding contracts.
- Maintain all financial records, report and general ledger accounts for Campaign for Working Families.
- Assist with month-end close, generate reports for the President when required.
- Maintain grant and contract files and track reporting deadlines.
- Provide regular reporting on invoices and contracts; works with funders to resolve issues.
- Processes biweekly payroll including review and approval of allocations to programs; record payroll entries.
- Monitor the operating account balance for payroll and payables, make transfers between accounts.
- Manage PayPal, petty cash, and bank accounts. Ensure that all transactions are recorded for the month-end close.
- Assist Controller with month-end closing activities and preparation for the annual financial audit.
- Create a work plan and timeline to organize contract and invoice process prior to the tax season, working in concert with the President and Controller.

Financial Planning

- Assist in development of grant and contract budgets.
- Work with Controller to develop organization budget.

Tax Site

- Learn the appropriate tax law and processing software; obtain IRS tax certification
- Support processing payroll functions.

Competencies, Knowledge, Skills and Abilities

- Excellent people, written and verbal communication skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Value centric and encourages diversity of thought, background, and perspective.
- Ability to adapt and thrive in a continually evolving, autonomous and highly detail and deadline-oriented environment.
- Tech savvy with experience and fluency in office and accounting software programs.

Qualifications (Education and Experience)

- Associate or bachelor's degree in accounting related fields.
- Three+ years of experience in a similar position; experience with payroll and HR administration a plus.
- Nonprofit accounting experience including grant and contract management preferred
- Intermediate-level Microsoft Excel skills.
- Proficient in QuickBooks, Microsoft Word, Microsoft Teams, and Outlook.
- Ability to work with the public, volunteers, and partners in a helpful and supportive manner.
- Work well with people, aggressively anticipate impacts of workload/issues to team deadlines and have a very positive work attitude including willingness to work some longer hours during peak periods.
- High energy, organization, creativity, dependability, and flexibility are required for success in this position.

Other Specialties, Certifications, Physical Requirements, and Work Conditions

- Regular, predictable attendance is required
- This position operates in an office setting or work from home and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Exertion of physical strength to lift, carry, push, pull, or otherwise move objects up to 10 pounds. Work involves sitting, walking, and standing is often necessary in carrying out job duties.

Acknowledgement

I acknowledge that I have read and accepted this job description. I understand what is expected of me in this position, and I can perform the essential functions as outlined with or without reasonable accommodation. Furthermore, I understand the duties and responsibilities listed in this job are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. If I have any questions about duties and responsibilities not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resource representative.

Employee Name (Please Print)

Employee Signature

Date