



**Job Title:** Staff Accountant  
**Department:** Accounting  
**Position Reports To:** Controller  
**Areas of Management:** LWCC and all other entities

**Brief Description of Position:**

Responsible for managing an accounting system that properly reflects the financial position of the company. Monitor accounting policies and procedures to ensure accurate reporting of financial transactions. Perform accounting, accounts payable and receivable, and account reconciliations.

**Specific Responsibilities: Perform accounting functions for entities.**

Balance Sheet Account Reconciliation

- Reconcile bank statements DAILY
- Reconcile balance sheet accounts monthly
- Perform EOM and EOY Closing Schedules
- Reconcile cash accounts
- Manage deposit activity

Fixed Asset

- Record fixed assets and depreciation monthly

Other

- Allocate phone usage to applicable departments (land phones and cell phones)
- Allocate health and dental benefits to applicable departments
- Reconcile, record and replenish Petty Cash
- Review and clear Other Expenses
- Manage tuition accounts for assigned schools
- Oversee collections
- Manage credit card activity
- General ledger re-classes for all entities
- Income Statement review
- Agree donor reconciliations between systems
- Prepare reports

Special Projects

- As Needed