



Staff Accountant

Position: Staff Accountant
Reports To: Director of Administration and Finance and CEO
Deadline: Open until filled
Classification: Exempt
Start: **Negotiable;** ideally as soon as possible
Location: Phoenix or Tucson

Position Overview:

The Staff Accountant will work on an individual and team basis within the Accounting/Finance Department. They will assist & support and report directly to the Director of Administration and Finance. The individual must be able to timely and accurately prepare accounting and financial reports and deliver consistent and accurate information on a timely basis. Must be able to manage time; display an extremely high level of organizational skills doing various accounting related tasks including being a back-up for payroll.

Essential Functions:

- Maintaining the general ledger and subsidiary ledger accounts, including posting, and preparing opening, adjusting and closing journal entries.
- Performing bank reconciliations, performing account reconciliations between the general ledger and subsidiary ledger, account reconciliations between the general ledger and financial statements.
- Preparing billing invoices and maintaining accounts receivable accounts. Ensuring timely receipt of receivable accounts and follow-up to maintain cash flow.
- Preparing financial statements including income statement, balance sheet, and statement of cash flows.

- Detecting any accounting anomalies and issues and reporting them to the Director of Administration and Finance.
- Support day-to-day operations in the Accounting/Finance Department.
- Assist the Director of Administration and Finance as needed; work on special projects including year end closing of the financial books.
- Prepare and assist with the annual audit or any audit or monitoring by funders.
- Process Payroll and perform basic HR functions as back-up.

Required Qualifications:

- Must possess good communication and interpersonal skills
- Must be detail oriented and be accurate in work
- Must have good organizational skills
- Must possess excellent multitasking skills and should be able to handle various responsibilities successfully.
- Willingness to work flexible hours in order to complete the assignments within stipulated deadlines. Position may require extended hours or weekends to accommodate DRAZ's needs.
- Must have a bachelor's degree from a 4-year accredited University or College in accounting or finance.
- Must have 5 years' job experience in a related field.
- Must possess good mathematical skills to be able to work accurately with accounting data.
- Sophisticated skills of office applications like MS. Outlook, MS. Word including advanced knowledge of MS. Excel.
- Knowledge of various accounting software and applications. Prior experience with Sage and/or Fund-EZ accounting software a plus.

Working Conditions:

The DRAZ offers a hybrid telework schedule where employees may work at home and in the office. The Staff Accountant will perform work in an office, remotely, and, at times, attend staff events.

Compensation:

\$64,500 annually DOE with excellent benefit packages that include health insurance, dental and vision insurance, paid vacation, sick and personal

days. View a summary of DRAZ's employment benefits at Careers & Intern Opportunities | Disability Rights Arizona (disabilityrightsaz.org)

Diversity Statement:

DRAZ is an equal opportunity employer and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of DRAZ, and strongly encourage and welcome people of color, people with disabilities, members of the LGBTQ+ community, and people with diverse life experiences and backgrounds to apply. EOE. If you need a reasonable accommodation during the application process, please contact Natalie Luna Rose at nlunarose@disabilityrightsaz.org.

Disclaimer:

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice.

How to Apply:

Send resume, cover letter and three references to:

J.J. Rico, Chief Executive Officer

jrico@disabilityrightsaz.org

Disability Rights Arizona

4539 E. Ft. Lowell Road.

Tucson, AZ 85712.