



**Job Title:** Accountant, Part-Time  
**FLSA:** Non-Exempt, Hourly  
**Department:** Finance  
**Reports To:** Senior Director of Finance and Administration

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Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

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### **Job Summary**

The part-time Accountant is responsible for implementing moderately complex accounting/financial principles and procedures in performing or reviewing the transactions of others. By assisting the Senior Director of Finance and Administration, duties may encompass a wide range of detailed accounting/financial transactions including general and subsidiary ledger entries, financial report preparation and reconciliation, bank statements, budget, and tax reporting. The Accountant verifies accuracy and coding for journal entry transactions and compares against source documents to ensure compliance with established accounting procedures.

Manages and processes payroll for council staff and temporary staff. Responsible for payroll and tax laws, accurate deductions, and payment of taxes. This position interacts with staff and volunteers throughout the organization as well as vendors and organization partners.

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### **Essential Duties and Responsibilities:**

- Initiate and process all payroll related expenses, including tax payments, posting of payroll and annual W-2 forms. Maintain accurate, current personnel files on all employees, tracking vacation, sick leave, and other payroll related benefits.
- Review, and post Accounts Receivable, and Cash receipts.
- Prepare and enter monthly Journal Voucher GL adjustments and corrections.
- Maintain council operating accounts, including reporting and reconciliation of all cash accounts, merchant accounts and online transaction processing.
- Analyze accounting reports and review financial reports with Senior Director of Finance and Administration as required. Prepare the books for the annual audit and assist with required information as needed throughout the audit to ensure a clean audit.
- Ensure compliance with all Girl Scout Council financial policies and procedures.
- Balance all revenue accounts, membership account information including revenue and cash and financial aid.
- Performs month-end close process.
- Assists the Accountant I with the Campership financials aid process.
- Perform work duties and responsibilities with an attitude that reflects sensitivity to the needs of a multiracial/ethnic/cultural membership. Work with staff and volunteers in a positive manner that encourages team spirit.
- Coordinate multiple diverse projects with several variables, set realistic deadlines, and manage a timeline.
- Adapt or modify processes in response to changing circumstances.
- Interpret guidelines and analyze factual information.

- Resolve routine problems independently; consult with supervisor to develop plans for resolution of unusual or complex problems.
- Demonstrates common sense, flexibility, and teamwork with the ability to exercise independent judgment.
- Makes day to day decisions within the scope of work assignment.
- May supervise administrative staff and/or volunteers, interns, and temporary staff; will coordinate work of others.
- Ability to work independently and as part of a team.
- Assist in budget development, and compile and distribute supporting reports.
- May use personal car; work occasional evening or weekend; or travel within council area.
- Perform all other duties as may be assigned by Manager or Senior Director of Finance and Administration.

### **GSSNE Council wide**

- Adhere to all of the competencies and behaviors outlined in the Performance Review Form
- Continuously improve your technology skills to meet the needs of your position.
- Embrace and adhere to the Girl Scout Promise and Law
- Positive attitude with a “can do attitude” about accomplishing tasks, developing new and fresh ideas.
- Maintains strict confidentiality.
- Utilize strong time management, organizational and planning skills to maximize your time and manage timelines

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### **Competencies and Areas of Expertise:**

- Personal Integrity and Professional Conduct: Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; models appropriate professional behavior; accepts responsibility for own actions; maintains confidentiality; upholds ethical standards even in the face of opposition.
- Time Management: Manages time effectively; completes assignments in a timely manner; sets and balances priorities; simultaneously manages multiple tasks/projects.
- Judgement and Decision-Making: Recognizes when immediate action is required; recognizes when sufficient information has been obtained to make a decision; makes decisions where appropriate or refers decisions to the appropriate organizational level; makes decisions without undue delay.
- Oral Communications: Expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; makes oral presentations using appropriate inflections, volume, tone, and non-verbal communication; skilled in public speaking and phone etiquette.
- Written Communications: Structures and clearly conveys ideas and information in both formal and informal written documents; expresses ideas and facts in a clear and understandable manner appropriate for the audience/reader; effectively proofreads written documents; incorporates technical knowledge into written materials (for example, marketing brochures, financial reports, manuals, and guides); understands written documents.
- Compensation and Benefits: Appropriately allots wages, benefits, and/or awards in compliance with organizational policies; updates current pay system as appropriate given cost of living and market conditions; coordinates job grading efforts by managing the distribution and completion of job content questionnaires; administers employee benefit program.
- Accounting: Understands and applies accounting principles and laws and regulations pertaining to finance; manages payroll and benefits; reconciles general ledger accounts; applies internal controls and takes necessary actions; assists with audits; assists with preparing tax returns.
- Budget Administration: Understands and applies budgeting principles to accurately prepare, integrate, and report on project and/or operational budgets.

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## **Key Performance Indicators:**

- Accurately process all payroll related expenses, including tax payments, posting of payroll and annual W-2 forms. Maintain accurate, current personnel files on all employees, tracking vacation, sick leave, and other payroll related benefits.
- Accurately and efficiently review, approve, and post Accounts Receivable, and Cash receipts entries as well as monthly Journal Voucher GL adjustments and corrections.
- Precisely analyze accounting reports and review financial reports with Senior Director of Finance and Administration as required.
- Accurate preparation of the books for the annual audit and assist with required information as needed throughout the audit to ensure a clean audit.
- Ability to resolve routine problems independently; consult with supervisor to develop plans for resolution of unusual or complex problems.

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## **Position Specifications:**

### **Education:**

- Bachelor's degree preferred or equivalent experience.

### **Required, Specialized, or Technical Knowledge:**

- At least 3 years of experience managing all facets of payroll and reporting
- At least 3 years of experience managing benefits portfolio and compliance
- Knowledge of GAAP and understanding of the basic principles of fund accounting.
- May require working knowledge of grants accounting.
- Strong understanding of the full Microsoft Office Suite and have the ability to utilize and apply new technology to improve work efficiency.
- Database management with ability to produce reports. Ability to use advanced functions, including navigating the Internet.
- Proven organizational and administrative skills, and attention to detail.
- Must be responsible and dependable.
- Registered member of Girl Scouts or willingness to become one.
- Experience in compiling and analyzing data
- Must possess a valid driver's license, have access to an automobile and provide proof of insurance
- Strong work ethic
- Takes a proactive approach to accomplishing work vs. a reactive response
- Time management and planning skills

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## **Physical Requirements:**

### **Equipment Used:**

- Computer, network, cell phone, fax, telephone, adding machine, voice mail, copier

### **Physical Activities:**

- Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing

### **Physical Demands:**

- Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Visual Acuity Required:**

- Heavy acuity is required in this position.

**Work Conditions:**

- Average 5% day-time travel to meetings, cultivation opportunities, and activities.
- Part-Time, hourly position, generally 18 hours per week.
- Flexible hours.
- Evening and weekend work may conditions occur occasionally through the program year.

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Employee Signature

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Date

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Supervisor Signature

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Date