

**National Committee to Preserve Social Security & Medicare
Position Description**

Position Title: Staff Accountant

Date: November 2022

FLSA Classification: Exempt

Reports to: CFO

Department: Finance & Administration

Management Group: Yes No

Position Summary: Responsible for payroll, employee expense payment processing and coordination with retirement plan administrator. Responsible for the preparation of financial reports and reconciliations, and other financial accounting functions.

Primary Responsibilities and Essential Functions:

- Responsible for bi-weekly time and expense processing and corresponding transmission of payroll data to payroll service provider
- Serves as primary contact for staff regarding time and expense policies and conducts orientation to new employees regarding time and expense policies and procedures
- Prepares submission of required state filings and tax returns
- Prepares monthly (non-payroll) reconciliations such as bank reconciliations, fixed assets, inventory reclass, and other asset accounts (prepaids), list rental and usage.
- Responsible for recording of fixed asset purchases and disposals
- Serves as a liaison with retirement plan administrator and staff in processing of retirement plan contributions, loans, and distributions; maintains and audits records related to retirement plan
- Performs inter-bank cash transfers and external wire transfers to vendors
- Import revenue and expense transactions into the accounting system.
- Calculates monthly accruals – Mail accrual, vacation, payroll
- Reviews the trial balance against reconciliations for variance, research, and corrects the errors.
- Assists in annual audit
- Assists in preparation of lobbying reports
- Assists in attributions of mail samples

Other Duties:

- Assist in annual budget development; prepares documents for the annual audit and budget process
- Attribution of direct mail pieces
- Review of direct mail recap for errors and variance; attributions of direct mail pieces
- Performs as back-up for accounts payable duties
- Performs other job-related duties as assigned

Supervision: This position has no direct reports.

Education and Experience: Bachelor's degree in accounting or related field or relevant Associate's degree with three to five years of financial accounting or payroll experience

Certification, Licensing and Skills: Strong spreadsheet and word processing skills, superior organizational and numerical skills and ability to review and analyze detailed financial and Solomon a plus; good oral and written communication skills.

How To Apply

Qualified candidates please send a resume to hr@ncpssm.org