



JOB DESCRIPTION

JOB TITLE: Staff Accountant

EMPLOYER: Ohio Aerospace Institute

DEPARTMENT: Accounting and Administration

REPORTS TO: Program Integration Officer

EFFECTIVE DATE: 2/21/2022

SUMMARY: Support the day-to-day operations of the Accounting and Finance department. The Staff Accountant will be primarily responsible for functions including, but not limited to, accounts payable, payroll processing, daily transactional cash applications and customer billings. Execution of tasks required to perform these responsibilities will necessitate a candidate with a strong combination of both analytical and multi-tasking abilities. This position reports to the Program Integration Officer and provides support to the Human Resources department in the administration of salary and benefits.

DUTIES AND RESPONSIBILITIES:

- Process bank deposits, funds transfers and other receipts and issue the daily cash report.
- Responsible for all cash accounts bank reconciliations.
- Prepare and process all accounts payable including the issuance of checks, ACH payments and handling vendor inquiries.
- Responsible for preparation and distribution of payroll including the interfacing of labor hours from Sage Intacct and posting interface from ADP to allocate payroll expenses to proper GL accounts.
- Reconciles financial discrepancies by collecting and analyzing account information
- Ensure that the Time and Expense module data is being processed timely.
- Issue both non-program billings and program billings. Includes follow-up with associates and customers on aged outstanding balances to enhance cash flow.
- Create and develop reports to enhance transactional level reporting.
- Support the Program Integration Officer in all financial matters
- Assist with special projects as needed

QUALIFICATIONS:

- BA in Accounting required, 2-4 years equivalent work experience
- Experience with Sage Intacct Accounting Software is highly preferred



- Knowledge of Uniform Guidance (2 CFR 200) is preferred
- Ability to multi-task and prioritize stringent deadlines
- Problem solving skills and an attention to details
- Excellent oral and written communications, presentation and interpersonal skills
- Mandatory proficiency with Microsoft Office Suite™, particularly Microsoft Excel™

COMPETENCIES:

- **Experienced**—Knows the answers to customer questions
- **Approachable**—Professional yet personable with our partners
- **Supportive**—Willing to provide information and connections
- **Dynamic**—Energetic and highly effective presentation
- **Generous**—Offers more than is requested and is happy to do that