



**Position:** Staff Accountant  
**Department:** Operations  
**Position Type:** Part-time (25hrs/wk), exempt  
**Reports to:** Director of Operations  
**Start Date:** Position available now

Working Solutions ([www.workingsolutions.org](http://www.workingsolutions.org)) is a Community Development Financial Institution whose mission is to provide microentrepreneurs with the access to capital and resources they need to start or grow a successful business. We prioritize serving low-income individuals, women, and minorities. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. We provide small business loans (microloans) from \$5,000 up to \$50,000, five years of post-loan business coaching and advising, and referrals to small business resources. The organization was established in 1999 and launched its microenterprise development program in 2005. Working Solutions manages a \$5.5 million microloan fund and has extended \$6 million in microloans to entrepreneurs with a 98% repayment rate and has educated thousands of entrepreneurs.

**Department:**

The Operations Department is responsible for oversight of accounts and financing services, management of contracts and vendor relations, coordinating volunteers, interns, and pro-bono services, and spearheading strategic projects which increase organization efficiencies. As such this team ensures the organization remains compliant with partner banks, government entities, and other funders through thorough checks and balances processes, and by tracking and reporting outcomes.

**Position Overview:**

The Staff Accountant is responsible for accounts payable and receivable, banking, monthly reconciliations and journal entries, and all general ledger duties and reporting including completion of the month end close and financial package.

**Key Duties:**

- Input accounts payable into QuickBooks. Obtain approval signatures on invoices when needed. Print checks and mail when signed, based on due date. Maintain A/P files. Follow up on vendor issues and questions.
- Record and prepare daily bank deposits and prepare cash transfers as needed.
- Monitor bank accounts to optimize bank interest earned and maintain required balances. Open and close bank accounts as needed.
- Book journal entries and prepare monthly bank and balance sheet account reconciliations. Complete monthly close and financial reporting, including review and research of budget to actual variances.
- Work with auditors on annual financial audit, including providing requested documents to the auditors and other audit requests.
- Work with Finance Committee on preparation of annual board approved budget.
- Provide reports and information as needed.



**Required Qualifications:**

- Bachelor's degree (B. A.) in Accounting from four-year college or university; and/or 5+ plus years related experience and/or training; or equivalent combination of education and experience.
- Experience with QuickBooks and strong Excel skills required
- Experience with fund accounting
- Organized, disciplined thinker with ability to work independently in fast paced, rapidly changing environment;
- Ability to handle all levels of work, both complex and repetitive tasks;
- Excellent time management and project management skills; must be able to track and manage details for projects/tasks, and prioritize against daily responsibilities;
- Excellent attention to detail without compromising deadlines;
- Strong people and communication skills are essential. Must interact productively with many different types of personalities and work levels;
- Excellent phone etiquette and customer service skills;
- Strong written communications and email etiquette skills;

**Salary Commensurate with Experience**

**Please email resume and cover letter with the subject line "Staff Accountant" to:**  
[jobs@workingsolutions.org](mailto:jobs@workingsolutions.org)

*No phone calls please.*

Working Solutions Is An Equal Employment Opportunity Employer