



## **Staff Accountant**

**Location:**

Lawrenceville, NJ

**Position Type/Classification:**

Full-Time/Exempt

**Reporting to:**

Controller

**Compensation:**

\$60,000-\$65,000/year

### **Organization Overview**

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, 16,805 unique individuals came to for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

### **Job Summary/Objective:**

The Staff Accountant possesses knowledge of the essential functions of double entry accounting software, is responsible for computing, classifying and recording financial transactions to ensure the financial records of HomeFront are accurate. Delivers support to the accounting team through the application of generally accepted accounting principles, accounts receivable, bank reconciliations and reporting of financial data.

### **Essential Job Functions/Responsibilities:**

- Cash Receipts – process bank account deposits; code and record cash, electronic deposits, checks and credit card transactions into accounting software.
- Accounts Receivable – record all billing and related payments in connection with federal, state and local grant reimbursement into accounting software.
- Payroll – process bi-weekly payroll including verifying timesheets and making employee changes as needed.
- Reconciliations - prepare monthly bank and other general ledger account reconciliations as assigned.
- Provide other support as needed to other members of the Accounting Office.

**Required Competencies:**

- Strong grasp of fundamental accounting concepts and generally accepted accounting principles (GAAP).
- Strong analytical, critical thinking and problem-solving skills.
- Demonstrate sound judgement and ethical decision-making.
- Excellent organizational skills and attention to detail.
- Highly proficient with computers, including Microsoft Office and accounting software programs.

**Minimum Requirements:**

- Bachelor's degree in accounting, or related field.
- Three years of related experience required.
- Experience with Blackbaud and/or Primepoint is a plus.

**Travel:**

Minimal travel to meetings may be required

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

**Disclaimer:**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*