



Urban League of
Palm Beach County Inc.

***Creating Pathways.
Changing Lives.***

Staff Accountant

Department: Finance

Reports To: Controller / VP of Finance

Status: Full-Time

Please email resume to: Sharon Anderer – VP of Finance and Administration – sanderer@ulpbc.org

Position Summary

The Staff Accountant is responsible for supporting the organization's accounting operations, maintaining accurate financial records, and ensuring compliance with nonprofit accounting standards, grant requirements, and internal policies. This position supports the month-end and year-end close process, grant accounting, reporting and reimbursement invoicing, account reconciliations, and assists with audit preparation.

The Staff Accountant plays an important role in ensuring financial transactions are accurately recorded, properly supported, and aligned with funding requirements, program objectives, and organizational priorities.

Essential Responsibilities

General Ledger & Accounting Operations

- Maintain accurate general ledger records in accordance with Generally Accepted Accounting Principles (GAAP).
- Review transactions for proper documentation, approvals, account coding, and compliance with organizational policies.
- Prepare journal entries and monthly balance sheet account reconciliations.
- Assist with recording contributions and other revenue.
- Assist with recording releases from restriction when program requirements are satisfied and recognizing deferred revenue.
- Assist with month-end and year-end financial close procedures.
- Review and process vendor invoices, ensuring appropriate approvals and charges to the correct account, program, department, grant, and funding source.

Payroll & Human Resources

- Execute accurate, timely biweekly payroll and handle related 403(b) retirement plan funding and benefit allocations.



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- Manage the administrative onboarding process for incoming staff, establishing payroll setups and tax withholding profiles.
- Assist with ongoing Human Resource issues and maintain high confidentiality regarding employment files.

Nonprofit Grant & Fund Accounting

- Support accounting for government and foundation grants, contracts, and other restricted funding sources by ensuring transactions are accurately recorded by funder, grant, program, department, and account, and by maintaining compliance with grant agreements and funding requirements.
- Support preparation of grant financial reports, reimbursement invoices, and funder reporting packages.
- Maintain organized grant documentation, including award letters, budgets, financial reports, and supporting schedules.
- Assist with allocation of shared expenses across programs, departments, and funding sources using approved allocation methodologies, with supporting documentation
- Assist program directors with understanding financial activity related to their programs and funding sources.

Internal Controls & Process Improvement

- Assist in the conversion of the accounting software from QuickBooks to Blackbaud Financial Edge NXT.
- Follow established accounting policies, procedures, and internal controls.
- Assist with improving accounting processes, documentation, and reporting efficiencies.
- Identify discrepancies and assist with resolution of accounting issues.

Qualifications

Required:

- Bachelor's degree in accounting, finance, or related field preferred; equivalent accounting experience considered.
- 2+ years of experience with nonprofit grant-funded organizations.
- Strong Excel skills and experience with accounting software such as Blackbaud Financial Edge NXT, QuickBooks, or similar accounting systems.

Skills & Competencies

- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.



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- Ability to work collaboratively with finance staff, program staff, auditors, and funders.
- Commitment to supporting the mission and financial integrity of the organization.

Physical Requirements

- Ability to work at a computer for extended periods.

Disclaimer

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified based on organizational needs.