



## JOB DESCRIPTION

**Job Title:** Staff Accountant                      **Reports to:** VP, Chief Financial Officer  
**Salary Grade:** 7                                      **FLSA Status:** Exempt  
**Location:** Raleigh Main Office/Hybrid      **Prepared:** September 2022  
Remote (Based in North Carolina)

**Who we are:** Carolina Small Business Development Fund (CSBDF) is a nonprofit and certified community development financial institution (CDFI). We are passionate and committed to providing support to small businesses across the state. Our Mission is to foster economic development in underserved communities by providing capital, business services, and policy research to support small businesses. CSBDF provides assistance to small business in four major ways: as a partner, as a trusted guide, as an advocate for small business, and as an accessible funding source. Our work supports our vision to create economic opportunity for all people.

**Nature of Work:** The Staff Accountant performs a variety of technical accounting activities including accounts receivable functions such as, daily cash receipts, bank deposits, adjusting journal entries, bank reconciliations, data entry, funder reporting and various other duties. Help develop and implement better internal processes. Works with the Controller, Staff Accountant & Compliance Officer and VP, CFO. to prepare and/or generate financial statements, budget worksheets, and performs a variety of administrative and support duties; performs related work as assigned.

**Supervision Received/Exercised:** Works under the general supervision of the VP, Chief Financial Officer and has no direct supervisory responsibilities.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### *Finance/Fiscal Functional Area (Accounting):*

- Monitors loans (receivables and payables) to ensure timely payments.
- Inputs data into the accounting system using A/R, A/P, and General Ledger.
- Prepares and generates financial statements and various funder and lending reporting  
Reconciles monthly bank statements.
- Tracks company credit card charges and reconciles monthly statements.
- Support accounts payable/vendor payments, ensuring overall contract compliance and appropriate back-up documentation accompanies each payment request.

- Supports the VP, CFO with month end financial statement preparation, annual budget preparation, and annual internal and external organizational and program audits.

*Administrative Functional Area:*

- Prepare and maintain various reports.
- Generate annual statements and monthly invoices to borrowers  
Support the Small Business Lending staff in customer service regarding payment and account issues
- Maintain organized month end files and reconciliations

**Qualifications:**

*Experience:*

- Bachelor's degree in Accounting, Business Administration, or a related field preferred.
- Associate's degree in Business, Accounting or related field.
- Any combination of experience and training that can be considered equivalent to the education preference.

*Knowledge:*

- Basic accounting theories, budget system, and procedures.
- Knowledge of accounting policies, procedures, and standards.
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP).

*Skills/Abilities:*

- Understands and applies accounting standards and procedures, internal controls, and applicable Federal and State, rules and regulations.
- Reviews and verifies accuracy of accounting records to identify and reconcile any errors.
- Performs and coordinates a variety of professional accounting functions.
- Reconciles general ledgers and bank accounts.
- Analyzes data and prepares financial statements and reports.
- Operate on a team-based lateral organization structure.
- Maintains and supports a shared collaborative team culture in person and virtually.
- Good analytical ability and attention to detail.
- Effective written and verbal communication skills.
- Ability to meet reasonable deadlines and prioritization of workflow within a changing fast paced work environment.

**Physical Demands:**

Work is principally sedentary but may involve some physical exertion during visits with the course of normal work activities, and travel to meetings, conferences or workshops in other cities. As an exempt employee, extended hours may be required on a frequent basis.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

Work involves the normal risks or discomfort associated with a standard office environment and is usually in an area that is adequately heated, lighted and ventilated.

**Compensation:**

We offer a competitive salary that depends on prior experience. Our benefits package includes Medical, Dental, Vision, Short Term Disability, Long Term Disability, 401k Account with employer match, plus generous vacation and sick time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.