



STAFF ACCOUNTANT

Reports to: Chief Financial Officer

OVERVIEW

The Staff Accountant will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities. The Staff Accountant will report to the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. The following is a thoughtful list based on current needs.

- Performs general cost accounting and other related duties for the organization.
- Prepares monthly balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles cash disbursement accounts, customer accounts, and other financial accounts; manages accounts receivable collections.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides assistance with annual audits; gathers necessary account information and documents to assist in the annual audits.
- Manages the purchasing and invoicing system.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

QUALIFICATIONS AND CORE COMPETENCIES

- Bachelor's degree in Accounting, or related field and a minimum of three years of related or a combination of education and/or experience.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting and cost accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite or similar software, and accounting software.
- Willingness to demonstrate commitment to DDP's mission, vision and core values.

Interested and qualified candidates can apply by sending a resume and cover letter to DDPcareers@downtowndetroit.org

Downtown Detroit Partnership offers a comprehensive list of benefits for eligible employees: medical, dental, vision, basic life, long-term disability, flexible spending account, pet insurance, and other voluntary benefits. We offer generous paid time off and holiday benefits.

At Downtown Detroit Partnership, we are intentional about diversity, equity, and inclusion. Downtown Detroit Partnership, an equal opportunity employer, does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, genetic information, national origin, age, disability, height, weight, military status, veteran status or any other characteristic protected by law.