



Bean's Cafe, Inc.

Job Description

Draft

Job Title: General Ledger Accountant	Employment Status: Full Time
Department: Finance	FLSA Status: Non-Exempt
Report to: Controller	Location : Anchorage, Alaska

Mission Statement: Bean's Cafe exists to fight hunger and homelessness one meal at a time.

Job Summary:

Reporting directly to the Director of Finance, the General Ledger Accountant is responsible for performing day-to-day general ledger accounting functions, including recording transactions, and various tasks to support the month-end close process. The General Ledger Accountant ensures accounting records and documentation are accurate, complete, and maintained in accordance with GAAP and organizational policies.

The role requires a clear understanding of Bean's Cafe, Inc.'s mission, philosophy, history, and values as they relate to staff, clients, and the community.

Supports Vision:

The General Ledger Accountant helps to ensure that the financial structure meets mission needs, goals, and inspirations, while ensuring a sustainable financial function and organizational infrastructure is in place to support and contribute to Bean's organizational success.

Key Responsibilities:

- Record daily bank transactions and maintain supporting documentation in accordance with established procedures.
- Prepare and post financial transactions to the general ledger.
- Research and correct transaction discrepancies as identified.
- Perform monthly bank and assigned balance sheet account reconciliations.
- Process invoices and payment documentation in accordance with established accounting procedures.
- Generate and distribute customer invoices accurately and on time.
- Assist with month-end close activities by preparing schedules, reconciliations, and supporting documentation.
- Maintain organized and complete accounting records to support audits and financial reporting.
- Cross train with accounting staff in support of the goals of the organization.
- Perform other related duties as assigned.

Required Skills/Abilities:

- Attention to detail and accuracy of all information is necessary.
- Good math skills and the ability to spot numerical errors.
- Ability to handle sensitive, confidential information.

- Ability to prioritize multiple tasks.
- Comfortable utilizing QuickBooks online
- Ability to prioritize, problem solve and resolve day-to-day issues as they arise.
- Is approachable, builds rapport well and practices attentive and active listening.
- Ability to work independently, using good judgment, and common sense.
- Unquestioned integrity and keen sense of accountability. Maintain a high level of ethical standards.
- Foster a climate of cooperation and respect between co-workers.
- Willingness and ability to work outside of normal business hours, and holidays and/or weekends as needed.

Background and Experience:

- Bachelor's degree in accounting, finance, or a related field preferred.
- One year of accounting experience required.
- Knowledge of basic accounting procedures.
- Experience using QuickBooks Online or similar accounting software.
- Ability to be cross-trained and willingness to perform duties outside scope of position.
- Working knowledge of GAAP and its application in day-to-day accounting operations.
- Undergo a background check (please note; undergoing a background check will not inhibit you from being hired – Bean's Cafe is a Second Chance Employer).

Physical Requirements:

- Must be able to climb stairs.
- Must be able to work with background distractions.
- Must have normal range of hearing and vision with or without correction.
- Must be able to lift 50 pounds from the ground up.
- Must have manual dexterity sufficient to use technology, office equipment and supplies, etc.

I acknowledge I have reviewed the General Ledger Accountant job description and understand the position requirements, responsibilities, duties, skills, abilities, core competencies, physical demands, and work environment(s). I understand that if I have questions regarding this job description, I should direct them to the Director of Finance for clarification.

Employee Name:

Employee Signature:

Date: