

# Building Service 32BJ Benefit Funds

## Job Description

**Job Title:** Staff Accountant II  
**Labor Grade:** TBD  
**Department:** Accounting  
**Reports To:** Assistant Controller  
**FLSA Status:** Non-Union/Non-Management-Exempt  
**Posting Date:** January 14, 2020

### Summary:

The Staff Accountant II works under the general direction of the Assistant Controller.

The position supports the efforts of the department to perform the monthly financial close process and preparation of Financial Statements in an accurate and timely manner.

Other responsibilities include but are not limited to; General Ledger account analysis, account reconciliations, interfacing with auditors as necessary.

### Principal Duties and Responsibilities:

- Prepares Financial Statements and provide year over year variance explanations for assigned Fund(s).
- Record month-end journal entries, update month-end accounting schedules and reconciliations.
- Analyze General Ledger accounts on a monthly basis and investigate variances.
- Prepare monthly analysis and journal entries for general ledger accounts.
- Perform monthly Bank and Investment reconciliations.
- Prepares and monitors cash flow for various Funds.
- Assist with audit and prepare audit schedules.
- Support Assistant Controller in the development and analysis of annual organization and departmental budgets.
- Research and reconcile all discrepancies in the Fund(s); including reviewing Accounts Payable (AP) postings monthly.
- Assist with the training of the Staff Accountant I position
- Recommend internal control and policy/procedure improvements if necessary.
- Responsible for departmental expense reporting including actual vs budget analysis, reconciling expenses with department leads, and ensuring correct coding for all expenses.
- Maintain fixed asset and depreciation schedules and ensure compliance with the company's capital expenditure policy.
- Manage conflicting deadlines and priorities as assigned. Quickly adapt to changing priorities, managing and clearly communicating deadline risks as new tasks and projects arise.
- Performs any other relevant, related or pertinent work or duties as requested or assigned by the Assistant Controller, Controller, Senior Staff or their designee.

### Technical Skills:

- Intermediate level of proficiency in Microsoft office, including Excel, Word, Outlook & PowerPoint
- Knowledge of AccPac (or equivalent) preferred
- Ability to prioritize work and meet deadlines
- Strong analytical, problem solving and decision-making skills
- Excellent organizational and prioritizing skills
- Detail oriented with strong ability to multitask

### Interpersonal Skills:

- Works well with a variety of staff at different levels and skill sets
- Gears communication to the needs of others
- Highly motivated, detailed oriented individual
- Strong oral, written and interpersonal skills
- Demonstrated customer service orientation
- Ability to work both independently and as a team player
- Ability to effectively operate in a fast paced work environment

### Qualifications and Core Competencies:

- Bachelor's Degree in Accounting/Finance
- 2-4 years of experience as an Accountant
- Respects timelines set to complete work projects
- Prioritizes work flows and escalates time sensitive matters
- Consistently shares issues and problems with Controller/Assistant Controller(s), providing a potential solution when able
- Seeks ways to work more efficiently and effectively while not losing sight of departmental goals
- Follows up with request and assignments seeing them through completion
- Assist with other tasks as necessary

Candidates may submit their cover letter and resume to [jobpostings@32bjfunds.com](mailto:jobpostings@32bjfunds.com) prior to closing date. Only those candidates under consideration will be contacted. No phone calls, please.