

Part Time Accountant (Staff / Senior) - 25 - 30 Hours Per Week

[Bucks County WDB Bristol, PA USA](#)

Compensation

\$24 to \$27 Hourly

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Part-Time

Why Work Here?

"Corporate Non Profit with wonderful work life balance, great benefits and a generous PTO policy"

We are a Corporate Non-Profit located in lower Bucks County, PA looking to add a part time accountant to our staff due to growth and additional grant funding. The position will be approximately 25 hours per week. Flexible scheduling available, however all hours must be worked during normal business hours; no weekends.

Position requires an individual to have the flexibility to span all accounting duties including financial reporting, financial analysis, account reconciliations and administrative tasks for multiple entities.

Under the direction of Director of Finance, the Staff Accountant will be responsible for:

- Assisting in preparing the monthly, quarterly and annual internal/external financial statements and other reports.
- Assist in performing overall variance analysis on the reports noted above.
- Prepare journal entries, perform account reconciliations, and account analysis.
- Audit various vendor records to verify accuracy.
- Aide in annual subrecipient / subcontractor fiscal monitoring
- Attend occasional committee and/or board meetings; presentations may be required occasionally
- Update job knowledge by participation in educational opportunities
- Have the ability to read and interpret policy, related legislation and professional publications

The ideal candidate must be proficient with Microsoft Office applications, particularly Excel and Word. Additionally, a solid understanding of U.S. Generally Accepted Accounting Principles

and the application thereof. Prior month end close experience is essential for the success of this position.

Qualifications:

Two to four years of accounting experience

Independently motivated with ability to work well with minimal supervision to complete tasks and meet strict deadlines. Candidate should also be able to work well on team endeavors

Some travel within the county may be needed

A Bachelor's degree in Accounting is required

Understanding of Grant Accounting a plus

***This is a grant funded position, guaranteed through October 31, 2020.**

Compensation: \$24 to \$27 per hour; based on experience