



## Position Description

**Title:** Staff Accountant

**Reports To:** Controller

**Number of Positions Reporting to this Position:** 0

**Location:** Charles Town, WV

**Salary:** \$43,300 - \$55,500 commensurate with experience, plus benefits

### Partner Community Capital

Partner Community Capital is a US Treasury-certified Community Development Financial Institution ("CDFI") established in 2000 to provide financing and advisory services to triple bottom line businesses in the Southeast US, primarily in North Carolina (NC) and West Virginia (WV). PCAP's business clients are predominantly located in underserved communities and are unable to access adequate capital from traditional sources. To learn more about PCAP, visit [www.partnercapital.org](http://www.partnercapital.org).

**Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered.**

### Position Summary

Partner Community Capital, a Community Development Financial Institution, is seeking an experienced and dedicated **Staff Accountant** to join their team!

Partner Community Capital (PCAP) helps small businesses get the capital and other resources they need but can't access.

The ideal candidate will possess an Associates Degree or higher in Accounting, or closely related field, and have a minimum of two (2) years of experience as a Staff Accountant. Strong knowledge of GAAP, along with regulations and reporting requirements is necessary. Accounting experience in a nonprofit setting is preferred but not required. The candidate must be able to successfully pass a thorough background check.

### Responsibilities & Scope

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Maintains the general ledger (GL)

- Posts transactions and categorizes records in the GL
- Conducts month-end and year-end closures
- Deposits daily cash receipts
- Inputs ACH transactions
- Reconciles bank statements
- Processes Accounts Payable
- Conducts billing processes and prepares invoices
- Maintains and reviews credit card transactions and statements
- Manages financial reports, records, and accounts
- Prepares and reviews financial documents, reports, and statements
- Prepares documents for audits
- Analyzes grant budgets and creates expense reports
- Maintains and updates accounting records and files
- Assists with quarterly grant and loan reporting
- Prepares annual 1099 forms
- Additional financial data entry
- Assumes other accounting/finance related duties as assigned

### **Minimum Qualifications**

- A physical presence in West Virginia is required
- Possess an Associates Degree or higher in Accounting, or a closely related field
- 2+ years of related work experience
- Strong knowledge of GAAP, along with regulations and reporting requirements is necessary
- Proficiency with Microsoft Office (including Excel)
- Commitment to PCAP's organizational mission and diversity, equity and inclusion
- Valid Driver's License

### **Preferred Knowledge, Skills, & Experience**

- Strong collaboration skills; team-oriented
- Accounting experience in a nonprofit setting
- Strong sense of ownership for assigned work functions and ability to work both independently and as a team member
- Willingness and ability to learn new skills and technologies

### **Work Environment**

- Work is performed in an in-office setting; in-person meetings, presentations, and events at times, as CDC Guidance re: COVID safety protocols allow
- Proof of COVID-19 vaccination required

**Qualified candidates should email resume and cover letter to: [careers@partnercapital.org](mailto:careers@partnercapital.org).**

Partner Community Capital, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.