Staff Accountant

**Hours:** Approximately 20 per week

**Compensation:** Hourly rate commensurate with experience

**Benefits:** Non-benefitted position

**Supervisor:** Amy Ferrer, Executive Director

**Agency:** American Philosophical Association

**Description**

The American Philosophical Association (APA) seeks a staff accountant to maintain the general ledger, process receipts and disbursements, maintain files of financial documents, manage other routine financial matters, and other duties as assigned, such as on-site support for the APA’s three annual conferences. In addition, the staff accountant will work closely with the APA’s controller to complete the monthly accounting close and related financial reporting, support the annual budget, and gather documents and prepare schedules for the annual audit and tax returns. The staff accountant will report to the executive director and controller. The staff accountant also will support the work of the secretary-treasurers of the APA’s three regional divisions.

**Qualifications**

Candidates should possess an associate’s degree in accounting and at least three years of relevant experience, or a bachelor’s degree in accounting and at least one year of relevant experience. Experience with not-for-profit entities would be a plus. Must have strong communication skills, familiarity with accounting software, and ability to work independently with limited direct supervision.

**Note:** This will be a remote work position at first due to coronavirus public health requirements, but will transition to an on-site position at the APA headquarters on the campus of the University of Delaware when in-office operations resume.

**Duties**

**Accounts Payable**

- Process invoices and payment request forms
  - Post in accounting system
  - Prepare checks or other forms of payment
- Monitor outstanding vendor invoices
Accounts Receivable

- Download receipt reports from APA systems
  - Reconcile receipts between systems and with bank reports
  - Post in accounting system
- Deposit cash and checks received
  - Post in accounting system
- Bill clients for certain APA services/programs not handled by other staff
- Monitor outstanding client invoices

Other

- Maintain records of various asset and liability accounts and post related monthly journal entries
- Reconcile trial balance amounts to supporting schedules
- Gather information for annual budget process and monitor actual results against budget
- Assist in gathering documents and preparing schedules for annual audit and tax returns
- Maintain files of financial information
- Order supplies (e.g., blank check stock) as needed
- Assist with registration and other tasks related to divisional meetings
- Complete other projects as requested

To Apply

Fill out the application form on our website: [http://www.apaonline.org/employment](http://www.apaonline.org/employment)

Applications will be accepted until the position is filled, but applications received by March 21, 2021 are guaranteed full consideration.

*Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*

*The American Philosophical Association is based at the University of Delaware, an Equal Opportunity Employer which encourages applications from minority group members, women, individuals with disabilities, and veterans. The University’s Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)*