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.

**Note:** This position requires some in-office hours, but a portion of the hours can be performed remotely.

**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:** While

**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

Applications will be accepted until the position is filled, but applications received by May 3, 2022 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