

Job Title: Staff Accountant		
Work Location: 6 N. 5 th Street		
Department: Finance		
Reports To: Sr. Director of Finance		
Work Environment: Traditional Office Environment		
Pay Grade: 5		
Salary Range: \$60,000–\$65,000 annually		
Physical Demands: Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.		
Work Hours: ☒ Full Time ☐ Part Time	Classification ☒ Exempt ☐ Non-Exempt	Travel Required ☐ Yes % ☒ No

Position Summary:

The Staff Accountant supports the day-to-day financial operations of the organization. Reporting to the Senior Director of Finance and working closely with the Accounting Manager, this entry-level position helps maintain accurate financial records, supports compliance with accounting standards (GAAP) and grant requirements, and assists with financial reporting. This role is a great fit for a detail-oriented early-career professional who is eager to learn nonprofit and grant accounting while supporting the organization’s mission.

Key Responsibilities

- Assist with month-end closing, including account reconciliations and preparation of supporting schedules.
- Follow established internal controls and nonprofit accounting procedures.
- Track grant expenditures and help monitor spending against grant budgets.
- Assist with preparing grant financial reports and maintain a calendar of reporting deadlines.
- Work with program staff to code and allocate expenses accurately.
- Assist with preparation for external audits, including gathering documentation.
- Maintain organized financial records in accordance with federal, state, and local requirements.
- Identify opportunities to improve processes and share ideas with the finance team.
- Support other functions as needed.

Qualifications

- Bachelor’s degree in Accounting, Finance, or related field.
- 0–2 years of accounting experience; internships experience welcome.
- Working knowledge of Microsoft Excel (e.g., formulas, sorting, and basic pivot tables).
- Strong organizational and communication skills.

- Detail-oriented, with a willingness to learn and take direction.

Preferred Qualifications

- CPA or interest in pursuing a CPA.
- Familiarity with QuickBooks Online or similar accounting software.
- Exposure to nonprofit or grant accounting.
- Strong analytical and problem-solving skills.

The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date