

**LOUISIANA BAR FOUNDATION
FINANCE DEPARTMENT
POSITION DESCRIPTION**

POSITION: Staff Accountant (Part-Time)
STATUS: Non-Exempt
REPORTS TO: Chief Financial Officer

POSITION SUMMARY: The Staff Accountant supports the financial operations of the Louisiana Bar Foundation by maintaining accurate and timely accounting records. This position assists with recurring reconciliations, ensures proper coding of transactions, and contributes to the month-end close process. The Staff Accountant also supports the Chief Financial Officer in audit preparation, budgeting, and process improvement to strengthen operational efficiency and compliance.

PRIMARY FUNCTIONS:

- Complete monthly bank and credit card reconciliations accurately and within established timelines.
- Review donor contribution coding in EveryAction (or comparable CRM); process contributions through QuickBooks Online; reconcile batches; research and resolve discrepancies.
- Review accounts payable transactions in Bill.com for proper coding; assemble payment packets for CFO approval.
- Contribute to the month-end close process, including journal entries, reconciliations, and supporting schedules.
- Assist in the month-end close process, including journal entries, reconciliations, and supporting schedules.
- Prepare schedules and supporting documentation for the annual audit.
- Support the CFO with budgeting and forecasting, including preparation of schedules, variance analyses, and financial reports.
- Maintain and update accounting procedures to promote efficiency and strengthen internal controls.
- Perform other duties and special projects as assigned by the CFO.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong understanding of accounting principles and practices.
- Excellent analytical, organizational, and communication skills.
- Proficiency in QuickBooks Online, Microsoft Excel, and EveryAction (or comparable CRM/financial systems).
- Attention to detail and strong ability to meet deadlines.
- Ability to work independently while maintaining professional relationships.
- Commitment to confidentiality, accuracy, and integrity in financial operations.
- Demonstrated ability to exercise sound judgment and discretion.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting required.
- Minimum two (2) years of accounting experience, preferably in a nonprofit environment.
- Demonstrated experience with reconciliations, donor contributions, payables review, and month-end close.
- Proficiency with QuickBooks Online and Microsoft Excel; experience with donor CRM systems preferred.
- Ability to handle sensitive financial data and maintain confidentiality.

OTHER REQUIREMENTS & DISCLOSURES:

- Consistent part-time availability as agreed upon with the CFO.

- Ability to meet month-end close and audit timelines.
- Flexibility for additional hours during audit, budget, or other critical periods.

PHYSICAL DEMANDS - *Reasonable accommodations may be made for individuals with medical limitations or disabilities to perform the essential functions.*

- Prolonged periods of sitting and working on a computer.
- Ability to see and hear well (with or without correction).
- Ability to work in a constant state of alertness and in a safe manner.

WORK ENVIRONMENT - The work environment is characteristic of a professional office setting. Work is primarily performed onsite with occasional flexibility for remote assignments at the discretion of the CFO.

Email resumes to Amanda@raisingthebar.org