



Position: Staff Accountant
Reports to: Chief Financial Officer
Location: St. Louis, MO

ORGANIZATIONAL SUMMARY

The Community Impact Network (“Network”) is a private operating foundation that builds equity by serving those who create opportunities for people in the 24:1 community to learn, live, and leave a legacy. The 24:1 community includes the people who live in the municipalities and sections of unincorporated north St. Louis County that make up the Normandy Schools Collaborative school district.

The Network has about sixty member organizations who collectively serve the 24:1 community in the Network’s three priority areas: (1) Network members create opportunities for people to access quality education throughout their life (“Learning”); (2) Network members create opportunities for people to be safe and healthy, get a job, have a child, move through the housing continuum, and experience economic mobility (“Living”); and (3) Network members create opportunities for people to leave a positive legacy for future generations (“Leave a Legacy”).

The Network’s staff serve in three principal ways: (1) by listening to community stakeholders to inform how the Network does its work and to identify community needs, goals, and dreams (“Engaging”); (2) by working with service providers to address community needs, improve services, craft solutions to challenges, align around shared objectives, and build connections between community members and those who serve them (“Collaborating”); and (3) providing a suite of supportive services, including financial, strategic, and organizational resources, to service providers working in the Network’s priority areas (“Investing”).

The Network’s sister organization, Equity Homes, is also a Network member. Equity Homes serves the 24:1 community by creating opportunities for people to live in affordable quality homes through catalytic renovations and constructive demolition. The Network and Equity Homes operate with a combined annual budget of about \$15 million and have roughly 30 full-time employees. The Staff Accountant will be an employee of The Equity Network, the management entity that employs the Network and Equity Homes.

POSITION SUMMARY

The Staff Accountant will be responsible for managing the general accounting and financial processes associated with the Network and Equity Homes.

The Staff Accountant, part of the accounting team, will be responsible for day-to-day accounting tasks. The Staff Accountant will ensure the organization's finances run smoothly, including cost analysis and reporting, proper execution and recording of financial transactions, and complying with financial regulations.

ESSENTIAL FUNCTIONS

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed, but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Processing cash receipts with the coding of the corresponding account company
- Cost reporting for Equity Homes Construction Company's Rehab, Demo, and Landscaping
- Perform shared monthly cost billing for The Community Impact Network and Equity Homes
- Preparing mortgage journal entries for Equity Homes Lending Corporation
- Preparation of monthly reconciliations of bank accounts and client mortgage notes receivables
- Process payrolls on a bi-weekly basis and maintain the payroll systems as required for the Equity Network and Equity Homes Construction Company
- Prepare payroll journal entries and post the 403B payment upon completion of each payroll.
- Perform daily and/or monthly-recurring journal entries in the general ledger
- Execution of all intercompany transactions in the bank
- Maintain organized electronic and paper filing records for departmental operations, including but not limited to journal entries, bank reconciliations, cash receipts, and intercompany transfers
- Maintain the companies' filing system and methodology
- Perform other duties as assigned

COMPETENCIES

Personal characteristics required of all employees such as honesty, integrity, ability to get along with others, professionalism, and courtesy are presumed qualities which may not be listed specifically.

- Excellent organizational skills with unparalleled attention to detail and ability to disseminate information clearly and concisely.
- Ability to coordinate a variety of unrelated functions and handle multiple projects concurrently.
- Embraces change and is flexible and adaptable; is successful working individually and as a team.
- Strong interpersonal and communication skills with the ability to establish and maintain solid relationships with a diverse team.
- Ability to complete tasks and duties in a timely and accurate manner with minimal supervision.
- Ability to represent and reflect organizational values.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in Accounting preferred.

- Previous accounting and/or bookkeeping experience in the financial industry strongly encouraged.
- Knowledge of generally accepted accounting principles (GAAP) and financial data analysis.
- Experience using accounting software to record, store, and analyze financial data.
- Experience with payroll processing preferred.
- An inclusive and respectful attitude toward people of diverse backgrounds and life experiences.
- Willingness to travel locally (less than 5%).

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time, in-office position in a standard office environment. The office is open Monday through Friday, 8 a.m. to 5 p.m. Some work after the normal office hours or on weekends may be necessary from time to time.

PHYSICAL DEMANDS

This is a sedentary position requiring use of computers, phones, and personal conversations. The constant use of eyes and hands will be required in all environments where work is performed. The incumbent may stand, walk, reach, stoop, climb, lift, carry, and bend occasionally when performing essential job function in the office and at other locations. These activities may include walking through various locations and at activities, operation of common office equipment such as photocopiers, fax machine, mailboxes, or scanner.

AAP/EEO STATEMENT

We have a policy of offering equal employment opportunities to all employees and applicants. Specifically, Community Impact Network and Equity Homes does not discriminate in employment opportunities or practices based on race, color, gender, religion, national origin, age, sexual orientation, gender identity, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state, or local law.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID-19

Community Impact Network requires COVID-19 vaccinations for all staff. As a prospective and/or a new employee at Community Impact Network, you will be/are required to comply with the company's vaccination policy. To be considered "vaccinated" under this policy, the employee must receive all doses recommended by the United States Centers for Disease Control and Prevention ("CDC") of a COVID-19 vaccine authorized for that purpose by the Federal Drug Administration ("FDA"). Proof of full vaccination is required before the start of employment in order to work at Community Impact Network. Exemptions may be granted on the grounds of religious beliefs or medical circumstances.