

## Accountant

### THE ORGANIZATION

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Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership (formerly St. Louis County Economic Council) marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### Accredited Economic Development Organization



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### THE POSITION

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Responsible for preparation of work papers, schedules, exhibits, and summaries based on analysis of general ledger accounts. Examines a variety of accounting documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent policies and procedures, and are classified and recorded according to governmental accounting standards. Responsible for review and accuracy of cash receipts and disbursements transactions – including payroll. Provides support for accounting functions to certain programmatic divisions.

Essential Functions:

- Prepares monthly, quarterly and annual work papers; to include reconciliations and analysis of general ledger accounts that provide the work papers for the annual financial statements and interim reports.
- Ensures financial transactions comply with organizational policies and procedures.
- Ensures financial transactions comply with federal and state policies and procedures.
- Prepares various reports for federal and state grants.
- Review disbursement transactions, payroll and invoices, prior to entry into accounting system.
- Provides accounting support to programmatic divisions of the St. Louis Economic Development Partnership.
- Maintains fixed asset records, provides for annual depreciation as applicable, and completes annual physical inventory. Prepares documents to provide for disposal of assets.
- Administration and preparation of payroll.
- Preparation of cash/check deposits and related accounting entries.
- Preparation of cash disbursements.
- Data entry into the accounting system.

Marginal Job Duties and Responsibilities:

- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

***THE NEED***

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**Professional qualifications for this position include:**

**EDUCATION: Bachelor's Degree in accounting or business administration with a concentration in accounting**

**EXPERIENCE: Three to five years of progressive experience(public accounting, non-profit, or governmental preferred)**

***THE REWARD***

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Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume along with salary expectations to:  
[careers@stlpartnership.com](mailto:careers@stlpartnership.com).

Also, applicants are encouraged to visit our website to learn more about the organization:  
<https://main.stlpartnership.com/about-slcec.html>

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*