

STL PARTNERSHIP

Senior Accountant

THE ORGANIZATION

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 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. Since its inception in 2013, the Partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.



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). This accreditation signifies the professional excellence of economic development entities throughout North America.

THE POSITION

The Senior Accountant shall be responsible for recording of all necessary accounting transactions for their assigned divisions, departments and/or organizations and preparation of work papers, schedules, exhibits, and summaries based on analysis of general ledger accounts. They will examine 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. In addition, they will be responsible for review and accuracy of cash receipts and disbursements transactions – including payroll.

Essential Functions:

- Processes and records payroll.
- Prepares cash/check deposits and related accounting entries.
- Prepares and processes cash disbursements.
- Maintains fixed asset records, provides for annual depreciation as applicable, and completes annual physical inventory. Prepares documents to provide for disposal of assets.
- Reviews disbursement transactions, payroll, and invoices prior to entry into accounting system.

- Provides accounting support to programmatic divisions of the St. Louis Economic Development Partnership.
- Performs data entry into the accounting system as necessary.
- Ensures financial transactions comply with organizational policies and procedures, in addition to federal and state policies and procedures.
- 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.
- Assists with quarterly financial reporting. Reviews worksheets prepared by divisional managers and provides support to divisions. Prepares quarterly financial reports and notes.
- Assists with the budget process. Creates worksheets for comparisons of current and past year's budgets. Provides information to divisional managers. Updates spreadsheets and inputs budgets into accounting system software. Prepares budget documents and note.
- Prepares governmental financial statements, including statement of net assets, statement of activities, balance sheet, statement of revenues, expenditures and changes in fund balances, and summary of revenue and expenditures and statement of change in financial position for multiple entities.
- Assists with yearend audit process.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

THE NEED

Professional qualifications for this position include:

EDUCATION: Bachelor's Degree in accounting (required).

EXPERIENCE: Four to seven years of progressive experience (governmental industry desired). Must have experience working with GASB (required).

THE REWARD

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 apply at: <https://stlpartnership.aaimtrack.com>.

Applicants are encouraged to visit our website to learn more about the organization:
<https://main.stlpartnership.com>.

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.