

# STL PARTNERSHIP

## Staff Accountant

### *Work to Improve and Increase Economic Opportunities in the St. Louis Region*

The St. Louis Economic Development Partnership (STL Partnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STL Partnership provides governmental economic development services to both St. Louis County and the City of St. Louis. STL Partnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STL Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

### **Position Description**

The Staff Accountant shall be responsible for 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.

### **Job Duties**

- Prepare 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.
- Assist in preparing financial statements, including balance sheets, income statements, and cash flow statements.
- Provide accounting support to programmatic divisions of the Partnership.
- Prepare bank reconciliations.
- Ensure financial transactions comply with organizational policies and procedures, and federal and state policies and procedures.
- Prior to entry into accounting system, review disbursement transactions, payroll and invoices.
- Maintain fixed asset records, provides for annual depreciation as applicable, and completes annual physical inventory. Prepare documents to provide for disposal of assets.
- Process and record payroll.
- Prepare cash/check deposits and related accounting entries.
- Monitor and support AP/AR functions, including invoice coding and vendor payments.
- Perform data entry into the accounting system.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

## **Professional Qualifications**

### **Education**

Bachelor's degree in accounting or business administration, with a concentration in accounting.

### **Experience and Skills**

- Two to four years of progressive experience (non-profit or governmental industry preferred).
- Must have experience working with GASB required.
- Working knowledge of Microsoft Office 365, including Word, Excel, Outlook, and Teams Meeting Scheduling, and Adobe Acrobat.
- General knowledge of filing and records management.
- Generally Accepted Accounting Principles.
- Modern office practices and procedures, equipment, and systems.
- Think critically and make inferences from written materials.
- Understand and maintain principles of confidentiality of sensitive information.
- Communicate effectively, both orally and in writing.
- Perform and accomplish requirements of the job using appropriate general office equipment (i.e., computer, printer, copy machine, calculator, multi-function telephone, etc.).
- Communicate effectively with managers, co-workers, businesspersons and the public both orally and in writing, and maintain effective working relationships.
- Manage multiple tasks and work independently to meet strict deadlines.
- Accomplish requirements of the job using appropriate general office equipment and software.

### **Personal Qualities**

1. Demonstrated commitment to public service and STL Partnership's mission.
2. Self-motivated and able and willing to manage the job demands.
3. A team player who inspires collaboration and is well-organized.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Interpersonal Characteristics**

Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

### **Working Conditions**

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STL Partnership currently offers a hybrid remote/in-office work environment.

### **Compensation and Terms**

Commensurate with experience, we offer a competitive base salary and a culture that fosters and supports creativity and innovation. STL Partnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; retirement plan options;

and access to a free, updated fitness center in our downtown Clayton office building. This is a full-time, exempt position under the Fair Labor Standards Act. This position is currently hybrid.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit our website to learn more about the organization and opportunity: [www.stlpartnership.com](http://www.stlpartnership.com) and <https://stlpartnership.com/careers/>

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

#### **Accredited Economic Development Organization**



The 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.