

Staff Accountant

The staff accountant has responsibilities in many areas of accounting and finance, including accounts payable, accounts receivable, reconciliation of internal credit card expense reports, bank deposits, and monthly bank reconciliations. The staff accountant is also responsible for maintaining the organization's accounting software.

The position requires a B.S. degree in accounting and a minimum of three years of general accounting experience, preferably in the non-profit sector. It also requires knowledge of the software program QuickBooks Pro. Experience with magazine publishing a plus. This is a full-time position in our New York City office. Reports to the director of finance and accounting.

Responsibilities include:

Accounts Payable

Operational Accounts Payable

- Procure original invoices/obtain proper approvals
- Code and post invoices/expense reports to QuickBooks
- Update and maintain vendor data files
- Process checks and maintain accounts payable vendor files
- Generate accounts payable reports

Readings/ Workshops (R/W) Accounts Payable

- Process over seven hundred payments annually for applications approved by the R/W department (our grant-making program); issue checks to writers
- Prepare cash disbursement journals for director of finance and accounting's review and signature
- Conduct quarterly account reconciliations with R/W staff
- Generate and update R/W check processing schedule

Miscellaneous Accounts Payable Functions

- Prepare and issue annual 1099 and 1096 tax forms
- Reconcile internal credit card expense reports/credit card accounts
- Maintain all physical accounts payable documents

Accounts Receivable

Advertising Accounts Receivable

- Coordinate and input bimonthly advertising invoice and data files related to *Poets & Writers Magazine* and our website, pw.org
- Process client payments for display and classified advertising in the magazine and online ads
- Update client files
- Process and distribute periodic client statements
- Administer collection process/work with outside collection agency
- Prepare and submit for director of finance and accounting's review yearly bad debt write-off accounts

Distributor Accounts Receivable

- Create monthly invoices in QuickBooks
- Process distributor payments
- Generate aging reports and maintain distributor files

Other Accounts Receivable

- Reconcile and process online contributions and publications orders

Banking Functions

- Code and process weekly deposits
- Administer on-line banking functions/process internal and wire transfers
- Prepare monthly bank account reconciliations

Computer/Software Functions

- Maintain the Quickbooks accounting software
- Maintain and update the accounting chart of accounts
- Assist with any changes or upgrades of the accounting/advertising computer software systems

General Accounting Functions

- Prepare and process approved monthly and year end journal entries when needed
- Oversee work of accounting interns and temporary employees
- Work with managers to resolve issues regarding coding and allocation of invoices
- Assist in the preparation of actual versus budgeted expenses by program/generate and prepare reports
- Provide excellent support to staff and excellent customer service to clients

- Perform other duties or special projects when assigned

TO APPLY

Please send resume and cover letter to Bill Hayes at whayes@pw.org. Please include “Staff Accountant” in the subject line. Attachments should be .pdf, .doc, or .rtf files; other file types will not be opened. No calls, please.

Salary commensurate with experience; comprehensive benefits package includes fully paid medical, dental, vision and life insurance; 403(b) plan; and generous time off.

Poets & Writers is an equal opportunity employer and encourages diversity in its hiring.

ABOUT POETS & WRITERS, INC.

Poets & Writers (P&W), respected and trusted as the primary source of information, support and guidance for poets, fiction writers, and creative nonfiction writers, is the nation’s largest nonprofit organization serving creative writers.

Founded in 1970, the organization’s mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

We advance this mission through our flagship publication, *Poets & Writers Magazine*; pw.org, a website that provides trustworthy advice, information, and a lively online community for writers; the Readings/Workshops Program, which pays writers fees for giving readings and leading workshops throughout New York and California, as well as in eight cities outside those states; and awards for writers including the \$50,000 Jackson Poetry Prize, the Maureen Egen Writers Exchange Award, and the Amy Award. Learn more at pw.org.

As of May 6, 2013