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| Position Title | Staff Accountant |
| FLSA Status | TBD |
| Administrative Workweek | Sunday - Saturday (0001-2400) |
| Reports To | Finance Director |
| Compensation | Commensurate with experience plus competitive benefits package |

Higher Ground (HG) is a 501(c)3 organization that provides innovative sports and recreational therapy treatment programming to enhance the quality of life for our injured military community and our local population of children, teens, and adults of all abilities/needs. HG started in Sun Valley, Idaho, in 1999.

We are looking for a Staff Accountant to manage general accounting and financial processes of our non-profit. Reporting to the Finance Director the HG Staff Accountant will be responsible for all daily accounting tasks, from invoice payments and variable expense recognition to bank deposits and payroll processing. You will perform financial transactions and post them in the general ledger, with strong attention to detail.

To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes. Ultimately, you will ensure HG's day to day finances run smoothly.

Position Responsibilities and Duties

Specified:

Key Responsibilities:

- Maintain and update accounting records and files
- Post transactions and categorize records in the general ledger (i.e. by assets, liabilities, revenue, and expenses)
- Reconcile bank, credit card, and other monthly statements
- Prepare documents for audits
- Analyze transactions with internal and external stakeholders and communicate issues effectively via email or phone
- Apply new accounting policies and ensure compliance with rules and regulations
- Report to the Finance Director and work to improve financial processes
- Analyze budget variances and create expense reports
- Become proficient with various HG databases
- Process new-hire paperwork
- Process payroll and related tax payments and return

Implied:

- Maintain communications at the highest standard
- Be budget conscious and responsible
- Set the standard for working effectively with all stakeholders
- Be a Higher Ground brand ambassador
- Remain flexible and adaptable in successfully managing the organization's growth
- Ensure that all aforementioned activities align with over-arching strategic goals
- Uphold the five core values of the organization: Innovation, Integrity, Passion, Service, and Teamwork

Physical Requirements:

- Geographic Information: Sun Valley office
- Occasional attendance at evening fundraising events

Minimum Qualifications and Skills

- Similar experience as a Staff Accountant or relevant role in accounting
- Degree in Accounting, Finance or relevant degree
- Excellent use of Microsoft Excel; very good with spreadsheets
- Hands-on experience with accounting software like QuickBooks Online is a plus
- Knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Strong attention to detail and time-management skills
- Self-starter with good analytical skills
- Excellent organizational and communication skills
- Confidentiality and integrity

Equal Opportunity Employment

Higher Ground Sun Valley Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

Contact Info

To apply for this position please submit your resume to:

Aly Eagan, Finance Director

Email: aly@highergroundusa.org (preferred)

Mail: PO BOX 6791, Ketchum, ID 83340