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Staff Accountant

ABOUT US

Central Atlanta Progress, Inc. (CAP) is a private, nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and the government since 1941 to help build a better city center. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. Our affiliate organization, the Atlanta Downtown Improvement District (ADID), funds transportation, capital improvements, public safety, cleanliness, and marketing programs. For more information, visit www.atlantadowntown.com.

The Accounting Department at CAP/ADID is seeking an efficient Staff Accountant to join our team. This individual must be familiar with account reconciliation, solid understanding of month-end closings, and be comfortable making journal entries. Key participant in annual closings and audits.

POSITION SUMMARY

Reporting to the Controller, the Staff Accountant will:

- Accounts Receivable: Create annual membership dues invoices, and collect and post all customer payments by check, ACH, or credit card. Assist with collecting payment for outstanding invoices while working closely with the Marketing department. Occasionally process bank deposits using a remote deposit machine.
- Accounts Payable: Process all vendor invoices and review them for accuracy before entering them into Bill.com for payment. Manage vendor files electronically with updated W9 forms annually. Prepare and issue 1099 forms annually. Manage all company credit cards.
- Process Payroll: Run bi-monthly and bi-weekly payrolls in the Netchex payroll platform. Prepare and post payroll journal entries to QuickBooks. Ability to handle confidential information.
- General Ledger: Ensure income and expenses are coded to the correct account number in the chart of accounts and posted to the correct budgeted line. Prepare bank and general ledger entries for reconciliation.
- Meetings: Attend monthly and annual meetings where financial statements are presented to the board members by the Controller.
- Overall: Assist in the maintenance and adherence to internal controls and accounting procedures. Manage monthly recurring expenses spreadsheet for entities to ensure all expenses are posted or accrued each month. Participate in various initiatives with other departments. Involved in the production of financial statements and budgets.

QUALIFICATIONS

This position requires a combination of skills, experience, and education including, but not limited to the following:

Essential Requirements

- A bachelor's degree in Accounting or Finance and a minimum of 5 years of experience directly related to the duties and responsibilities specified. An equivalent combination of education and work experience is acceptable.
- The ability to work effectively independently and as a part of a team.
- Great attention to detail.
- Ability to communicate in a clear and concise manner, along with problem-solving and meeting strict deadlines.
- Proficiency in Microsoft Office (Outlook Excel, Word, and PowerPoint) is required. QuickBooks and Bill.com experience would be an asset.

Physical Requirements

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, and reach with hands and arms. The employee is required to lift and/or move up to 20 pounds.

POSITION CLASSIFICATION

This is a full-time, exempt position with a salary range between \$55,000 and \$65,000 annually, commensurate with experience. Work will be done in the Downtown Atlanta office. Typical office hours are 8:30 AM until 5 PM.

Employment, including benefits, is provided through Central Atlanta Progress, Inc. (CAP) and offers employees a competitive benefits package, including health insurance, dental insurance, short-term disability, and a 401(k) savings program.

CAP is an equal-opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin.

Full COVID-19 vaccination is required.

TO APPLY

Interested applicants should e-mail a letter of interest and their resume to T'Shura Johnson, tjohnson@atlantadowntown.com. Only those applicants deemed qualified will be contacted. No phone calls, please.