STLPARTNERSHIP

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, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

Accredited Economic Development Organization

AEDO Accredited Economic Development Organization

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 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.

Essential Functions:

- 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.
- Provides accounting support to programmatic divisions of the St. Louis Economic Development Partnership.

- Ensures financial transactions comply with organizational policies and procedures, in addition to federal and state policies and procedures.
- Review disbursement transactions, payroll, and invoices, prior to entry into accounting system.
- Maintains fixed asset records, provides for annual depreciation as applicable, and completes annual physical inventory. Prepares documents to provide for disposal of assets.
- Processes and records payroll.
- Prepares cash/check deposits and related accounting entries.
- Prepares and processes cash disbursements.
- Data entry into the accounting system.

Marginal Job Duties and Responsibilities:

- 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 or business administration, with a concentration in accounting

EXPERIENCE: Two to Four years of progressive experience (non-profit or 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.

Also, 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.