



Position Description

DATE: November 2025

POSITION TITLE: Staff Accountant – Purchasing, Procurement, and AR	CLASSIFICATION: Nonexempt
REPORTS TO: Controller	SUPERVISES: None

Summary:

The Staff Accountant – Purchasing, Procurement, and AR serves as the organization’s primary party responsible for all accounts receivable, purchasing, and procurement duties, including invoice generation, collections, cashline drawdown reconciliation, report preparation, purchase order review and issuance, and policy and procedures updates. The incumbent will use deep experience with accounts receivable and purchasing as well as extensive knowledge of the federal procurement process to ensure that processes comply with organizational policies and procedures, especially FA-801 Documentation of Internal Controls and applicable federal and state law. This includes responsibility as the primary author for the development and update of accounts receivable, purchasing, and procurement policies and procedures that will, at a minimum, support a system of processes and controls that will meet Generally Accepted Accounting Standards.

Duties and Responsibilities:

Accounts Receivable

- Prepare accounts receivable reports, including weekly and monthly aging schedules.
- Conduct timely accounts receivable collections and all associated collection activity (communication, issue resolution, escalation of collection challenges, etc.).
- Prepare and carry out month-end and year-end closing procedures, including invoicing, reconciliation, and reporting, and associated communications.
- Maintain continual open dialogue with study staff regarding the progress of studies where invoicing is dependent on the progress or completion of study activities.
- Perform monitoring, including daily bank account transactions and monthly bank reconciliations for all bank accounts.
- Complete semi-monthly cashline drawdown reconciliation and reporting.
- Provide suggestions to the Controller for improving financial processes and operational efficiency.
- Provide AR support to the Research Budget Reporting Manager for financial reporting.

Purchasing and Procurement

- Serve as the organization's purchasing and procurement expert for compliance with federal laws.
- Function as primary author responsible for the update of all departmental and organizational purchasing and procurement policies and procedures, including, but not limited, to FA-807 Purchasing and Procurement Policy, FA-811 Purchasing and Procurement Manual, other departmental policies and procedures, and all associated forms.
- Complete required steps and maintains necessary documentation to ensure the purchasing and procurement processes are compliant with organizational policies and applicable federal procurement laws.

Other Duties

- Complete unclaimed property reporting to applicable states.
- Prepare and provide supporting documentation requested as part of internal audits, compliance audits, and the annual financial statement and Single audit.
- Other duties as assigned by the Controller.

Skills, Knowledge, and Abilities May Include:

- Strong knowledge of Microsoft Office Suite coupled with the ability to learn ERP systems quickly.
- Ability to prioritize tasks to meet deadlines.
- Strong sense of urgency and the ability to understand the interrelated dependence of others regarding the tasks performed by this position.
- Excellent written and oral communication skills and the ability to build relationships across departments and work effectively with a wide variety of personalities.
- Adaptable to change, embracing process improvement.
- Strong work ethic and attention to detail.
- Basic knowledge of US Generally Accepted Accounting Principles.
- Exceptional analytical, problem-solving, and organizational skills, enabling the ability to identify problems before they occur.
- Ability to identify and correct issues on financial reports before distribution to the wider organization.

Education and Experience:

- Associate (or higher) degree in accounting or a closely related field is strongly preferred.
- Previous experience with accounts receivable or especially federal procurement processes is preferred.
- Extensive, relevant work experience may be substituted for education.

Work Environment:

This job operates in a professional office environment and/or a work-from home capacity. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

Other Duties:

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.