The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region’s Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

Job Description
The Finance Department is responsible for managing DVRPC’s accounting and financial reporting as well as procurement and contracting. This includes accounts payable processing, accounts receivable billing, payroll processing, auditing, and general ledger reconciliation. The Finance Department ensures the reliability and integrity of the finances through consistent internal control processes that adhere to government auditing standards and federal uniform guidance.

The Staff Accountant will work closely with the Accounting team in the areas of invoice processing, staff non-labor expense processing, general ledger account reconciliations, credit card voucher reconciliations, and subrecipient risk assessments. Reasonable independence is expected in carrying out daily tasks and responsibilities. The Staff Accountant will report to the Accounting Manager who will define priorities and review work while in process or upon completion for quality and adherence to established procedures. This position offers opportunities for growth, training, and development.

Responsibilities
- Process non-labor and payroll vendor invoices. Match invoices to approved requisitions, obtain project manager approval, update blanket tracking spreadsheets, ensure proper project and account coding, and create vouchers.
- Process membership, license, and certification staff expenses.
- Process travel and training staff expenses. Maintain travel log for management review.
- Maintain the vendor information database with ACH and W-9 remittances. Enter vendor banking information into the TD Bank portal.
- Compile ACH and check remittances and scan all vouchers into the Accounting scan drive.
- Complete quarterly account reconciliations for payroll accounts.
- Coordinate with the Purchasing Department on the monthly credit card reconciliation. Upload receipts to the PaymentNet portal and review supporting documentation for completeness.
- Coordinate with project managers on subcontractor invoice approvals.
- Review risk assessment questionnaires submitted by subrecipients and complete risk assessment scoring sheets.
- Maintain petty cash by distributing petty cash to staff and replenishing funds when needed.
- Compute and mail quarterly Cobra invoices.
- Maintain staff organizational chart.
- Perform various accounting duties assigned by the Accounting Manager.

Qualifications
- Sound understanding of basic accounting principles and practices.
- Effective verbal & written communication skills.
- Ability to work independently and as an effective team member.
- Self-motivated, reliable, and possess a willingness to learn.
- Proficient in Microsoft Excel and Word.

Minimum Experience and Training
One year of experience in Accounting or Finance, OR one year of an equivalent combination of work experience and training. Must have a bachelor’s degree in Accounting or Finance. New or recent graduates are welcome to apply.
To learn more about our work culture and benefits, visit our website: www.dvrpc.org/HumanResources/. DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RELIGION, SEX, OR SEXUAL ORIENTATION, MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:
EMAIL: RESUMES@DVRPC.ORG, OR
FAX: 215-592-9125, OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8TH FLOOR / PHILADELPHIA, PA 19106-1520