

STAFF ACCOUNTANT ACCOUNTANT I

East-West Gateway Council of Governments (EWG) has an opening for a Staff Accountant in the Administration Department. The Staff Accountant is an entry-level position that will report directly to the Senior Accountant and duties will include, but are not limited to: accounts receivable, accounts payable, payroll preparation, monthly journal preparation, reviewing grant-related expenditures to ensure compliance with grant programs, preparing financial/fiscal reports for grant programs, reviewing sub-recipient invoices, monitoring sub-recipients to ensure grant compliance, and assisting the Controller, Director of Administration, and other administrative staff as needed.

The successful candidate will have some familiarity with accounting software applications, current GAAP requirements, and Federal Cost Principles and Audit Requirements (2 CFR Part 200). Additionally, the successful candidate will be detail oriented with strong organizational and time management skills, have the ability to work on multiple projects simultaneously, and have excellent verbal and written communication skills.

This position requires a bachelor's degree in accounting or directly related field from an accredited, four-year college or university and a minimum of 1 year of related professional accounting experience (including internships or similar experience). A graduate degree in a directly related field may be substituted for 1 year of experience. Recent college graduates will be considered.

All applicants for this position must be authorized to work in the United States.

The salary range for this position is \$52,000 to \$56,000 annually, with actual starting salary in this range based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at www.ewgateway.org/careers.

Applicants should submit a cover letter and resume by email to: careers@ewgateway.org; with the subject line: Staff Accountant Application.



EAST-WEST GATEWAY
Council of Governments

Creating Solutions Across Jurisdictional Boundaries
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102

AN EQUAL OPPORTUNITY EMPLOYER