

POSITION DESCRIPTION

Position: Senior Accountant
Program: Administration
Reports to: Chief Financial Officer/Controller
Status: Non-exempt
Date Revised: 9/2020

POSITION SUMMARY:

The Senior Accountant is responsible for the daily accounting functions within the Finance Department. The daily functions include bank reconciliations, journal entries, provide support to accounts payables/receivables, supports payroll processing, and other assigned accounting functions as needed. The work is completed in an accurate, timely, and professional manner in compliance with accounting regulations and department standards. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards. Objectives include supportive interaction with program directors, staff, and outside service/product providers.

OBJECTIVES/ACTIVITIES:

- A. Responsible for the accounting related functions daily to achieve established objectives of the department.
 - 1. Prepare complex accounting records, reports, and analysis in all areas of organizational programs including but not limited to accounts receivable aging, deferred revenue, and accounts payable.
 - 2. Reconcile investment and bank accounts; reconcile general ledger accounts and prepare required entries.
 - 3. Be able to work with large amounts of data to review, analyze and identify trends within the programs and organizational budgets.
 - 4. Ensure deadlines for month-end close and financial reporting requirements are met and all accounting and reporting activities are performed in accordance with GAAP.
 - 5. Prepare departmental revenue and expense reports and analysis.
 - 6. Compile and document monthly billing and revenue.
 - 7. Provide statistical reports as needed.
 - 8. Review month end financial statements.
 - 9. Assists with preparation of audit work papers for year-end audit with outside auditors.

- B. Responsible for assisting with Payroll Processing & Accounts Payable.
 - 1. Review payroll data for discrepancies.
 - 2. Serve as technical support for payroll and accounts payable system related issues.
 - 3. Provide backup assistance for payroll and accounts payable processing.
 - 4. Process invoices and payment requests as needed.

- C. Responsible for all areas of daily program maintenance in compliance with company policies.
 - 1. Document and report all accounting concerns and/or infractions that can impact the program security.
 - 2. Ability to audit, review and advise on standards and adjustments made to ensure quality financials.
 - 3. Strong understanding of accounting cycles & procedures, tax forms and regulations, and financial statements.

4. Communicate with on-site staff, Program Directors, employees, and product/service providers as required.
 5. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
- D. Responsible for other accounting and administrative duties.
1. Assist in maintaining/updating computerized accounting system.
 2. Assist with company liability insurance plans, i.e. property, auto, and personal injury.
 3. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.
- E. Responsible for self-development.
1. Continually learn and enhance technical and interpersonal skills.
 2. Participate in both internal and external training as needed for growth and development.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in Accounting is highly desired. Must have at least five years of accounting experience to include complex account reconciliations, revenue and expense recognition, and preparation of complex accounting reports and analysis including but not limited to account receivable aging, deferred revenue and accounts payable. Must have advanced experience in Excel to include pivot tables and graphs. Must have knowledge of Generally Accepted Accounting Principles (GAAP). Must have demonstrated knowledge of and ability to perform the following: computerized accounting, accounts receivable/payable, liability insurance processing, and double-entry accounting. Must have a willingness to accept responsibility and do repetitive and routine work. Clear and concise communication along with good judgment and tact is required in handling confidential information. Must have the ability to provide services to all without ethnic or social prejudices. Must have the flexibility to work irregular hours and have the ability to function as a team member.

SPECIFIC SKILLS REQUIRED:

Computer data input
 Excel
 Ten-key calculator by touch
 Strong math ability
 Teamwork skills
 Oral and written communication skills
 Organizational skills
 Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 15 pounds
 Physically able to lift boxes of files
 Stand, walk, bend, stoop, and sit frequently
 Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Chief Financial Officer or Controller. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise; however, may be delegated the responsibility to oversee both internal accounting staff as well as temporary accounting staff in the absence of the Chief Financial Officer or Controller.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with program managers, business entities, and all levels of agency staff. The Senior Accountant is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through inappropriate calculations and/or delinquency of payments.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Senior Accountant job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____