

KREIDER SERVICES, INC.  
Job Description

Job Title: Senior Accountant  
Department: Business / Finance  
Reports to: Director of Finance  
FLSA Status: Exempt  
Salary Range: Q

Prepared by: Director of Finance  
Prepared Date: 10/01/18  
Revised Date:  
Approved by:  
Approved Date:

MISSION STATEMENT

Individuals with disabilities reaching their fullest potential

PHILOSOPHIES THAT GOVERN THIS JOB

We are client focused.  
We pursue the capabilities of each individual.  
We teach appropriate choice and independence.  
We provide an atmosphere free of discrimination, abuse and neglect.  
We treat individuals with dignity and respect.  
We promote an atmosphere of learning.

GENERAL JOB DUTIES

To support the Director of Finance and Assistant Director of Finance in carrying out the responsibilities of the Finance Department. Assist in the preparation of all financial reporting and daily accounting responsibilities including budgeting, forecasting, analysis of variance issues and improving processes within the department.

ESSENTIAL JOB DUTIES

Responsible for all aspects of accounts receivable, including monitoring receivables and reconciliation of accounts.

Prepare and post monthly general journal entries by maintaining records and files and reconciling accounts.

Prepare monthly bank account reconciliations.

Assist in the monthly closing procedures and preparation of monthly financial statements.

Assist with the payroll system, payroll processing and other payroll related items including monthly, quarterly and annual tax filings.

Assist with 403(b) reporting and annual testing.

Assist Director of Finance in maintaining Finance Department files.

Work closely with the Director of Finance in implementing improvements in department processes and technology advancements.

Assist and prepare various financial reports, including worksheets, reports and documentation for review and analysis.

Assist in auditing process.

Assist in budgeting process.

Assist in completion of Cost Reports.

Key backup to most finance positions.

Perform such other accounting, financial, or administrative tasks as may be required.

Keep Director of Finance informed of all pertinent matters.

This position has access to all agency financial records.

Confidentiality will be maintained.

#### ADDITIONAL JOB DUTIES

Other duties as assigned.

#### QUALIFICATIONS

Bachelor Degree in Accounting or Bachelor Degree in Business with emphasis in Accounting, is required. Course work in allocation methodology a plus. Must be highly skilled and knowledgeable in Excel Spreadsheets and computer applications. Must have excellent verbal and written communication skills.

#### PHYSICAL DEMANDS

Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The worker sits most of the time. Must be able to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, talk, hear, and complete repetitive motions. Visual activity requirements include preparing and analyzing data and figures, accounting, computer terminal, extensive reading, or visual inspection. Scheduled weekday hours, on occasion may work over 40 hours a week. Works in well ventilated/lighted area.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.