

Job Description

Job Title: Senior Accountant
 Department: Business / Finance
 Reports to: Director of Finance
 FLSA Status: Exempt
 Salary Range: 51,000 – 77,000

Prepared by: Director of Finance
 Prepared Date: October 2018
 Revised Date:
 Approved by: Executive Director
 Approved Date: April 2019



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

1. Responsible for all aspects of accounts receivable, including monitoring receivables and reconciliation of accounts.
2. Prepare and post monthly general journal entries by maintaining records and files and reconciling accounts.
3. Prepare monthly bank account reconciliations.
4. Perform cash analysis review.
5. Assist in the monthly closing procedures and preparation of monthly financial statements.
6. Assist Director of Finance in maintaining Finance Department files.
7. Work closely with the Director of Finance in implementing improvements in department processes and technology advancements.
8. Assist and prepare various financial reports, including worksheets, reports and documentation for review and analysis.
9. Assist in auditing process.
10. Assist in budgeting process.
11. Assist in completion of Cost Reports.
12. This position has access to all agency financial records.

13. Confidentiality will be maintained.
14. Ability to work in a constant state of alertness and in a safe manner.

ADDITIONAL JOB DUTIES

1. Keep Director of Finance informed of all pertinent matters.
2. Perform such other accounting, financial, or administrative tasks as may be required.
3. Key backup to most finance positions.
4. Other duties as assigned.

QUALIFICATIONS

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

PHYSICAL DEMANDS

1. 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.
2. The worker sits most of the time.
3. Must be able to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, talk, hear, and complete repetitive motions.
4. Visual activity requirements include preparing and analyzing data and figures, accounting, computer terminal, extensive reading, or visual inspection.
5. Scheduled weekday hours, on occasion may work over 40 hours a week.
6. 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.

ACKNOWLEDGEMENT:

I have read, understand and accept the above job description and will assume to the best of my ability the responsibilities identified therein. I acknowledge that I have discussed the outlined responsibilities with my immediate supervisor.

PRINT EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE