

**Job Title:** Senior Accountant

**Reports To:** Chief Financial Officer

**Areas of Responsibility:** Responsible for assisting the CFO in monitoring the activities of the organization's fiscal activities, including the maintenance of accounts, financial statements, cash flow, and investments; Provide financial information and statements to internal and external users; Supervise Finance Staff; Help oversee the efficient operations of department systems and programs; Provide guidance and leadership on compliance with the organization's accounting policies and procedures and GAAP.

**Major Duties:**

1. Supervise the work requirements of the staff in the finance office and oversee the general operations of the finance department.
2. Monitor and oversee the tasks of the finance department personnel for timeliness, compliance and accuracy.
3. Review daily transactions including Accounts Payable and Accounts Receivable; oversee general ledger.
4. Complete payment for weekly and bi-monthly payroll taxes as required.
5. Complete approval and processing for weekly health insurance claims and premiums payments.
6. Complete transfers between bank accounts timely and accurately.
7. Provide a daily bank balance of the main bank account to CFO and Executive Director; review bank statements and reconciliations prior to obtaining approval from the CFO; project cash flow.
8. Prepare annual audit information
9. Participate in monthly meetings with Program Directors and Program Managers to discuss monthly financial reports.
10. Monthly review asset and liability accounts to reconcile the balances.
11. Assist with the preparation of the indirect costs proposal.
12. Prepare audit work papers, financial statements and footnotes.
13. Prepare agency budget work papers and update annual budget projections as directed by CFO.
14. Oversee the preparation of the 1099's.
15. Oversee Fixed Asset Records; coordinate fixed asset physical inventory for all program directors according to value and schedule.
16. Oversee program cost allocation spreadsheet for proper reporting of expenses.
17. Oversee spreadsheet of leases, maintenance agreements, and expiration dates.
18. Design, implement and monitor fiscal internal control systems.
19. Perform the necessary duties in the absence of the CFO.
20. Assist in the development and update of the finance department operations manual.
21. Perform other duties as assigned.

**Supervises:** Staff Accountant, Accounting Specialist, Payroll Clerk, Billing Coordinator, and Accounts Payable Clerk and Interns

**Working Conditions:**

- General office environment: Work is generally sedentary in nature, but may require standing and walking for up to 10% of the time.
- Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc.
- Work with standard office equipment.
- Normal monthly, quarterly and annual timelines for completion of accounting activity presents average stress for an accounting office.
- Able to attend meeting and training sessions in and out of the area.

**Physical Requirements:**

- Must be able to work with clients, vendors, and other employees;
- Must regularly talk, hear and have close vision ability;
- Ability to bend, stoop, squat, crouch, push and pull file drawers ;
- Fine manipulation of the hands with repetitive action;
- Operate office machines, printers, computers, adding machines;
- Occasionally lifting and carrying up to 20 pounds

**Minimum Qualifications:**

**Grade: 11**

1. Bachelor's Degree in Accounting from an accredited college or university and two years relevant experience in accounting.
2. Two years' supervisory experience.
3. Training or experience in the non-profit sector helpful.
4. Must be bondable with a valid driver's license, good driving record and insured vehicle.
5. Age 21 or above
6. Computer knowledge/experience with Microsoft Office programs and accounting software required (MIP Accounting software preferred). Advanced Excel experience required.

**Grade: 12**

1. Meet the minimum qualifications above;
2. Four years' experience in accounting.

**Grade: 13**

1. Meet the minimum qualifications above;
2. Six years' experience in accounting.  
Or specialized training