

## POSITION DESCRIPTION



### **Title: Senior Accountant**

**Department:**

Finance/Accounting Department

**Exemption Status:**

Exempt

**Reports to:**

Director of Finance & Controller

**Last Revised:**

February 2022

**Titles Reporting to Job:**

N/A

### **Position Summary:**

This position is responsible for maintaining the general ledger, reconciling general ledger accounts, preparing periodic financial reports, preparing elements of the budgets and other financial projections including expense and departmental allocations, preparing for the annual financial statement audit and funder agency audits, limited financial analysis and performing general accounting procedures.


### **Essential Duties and Responsibilities:**

Include the following, other duties as assigned:

1. To support the Agency's efforts in achieving its strategic plan.
2. To be actively involved and knowledgeable of the Agency's Performance Quality Improvement (PQI) activities. Strategically plan for cluster or programmatic improvements/growth utilizing Quality Improvement Cycle (QIC).
3. Prepares time sheets and ensures compliance with Agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the Agency.
4. Documents the tracking of time through providing grant and activity detail.
5. Compiles and analyzes financial information to prepare entries to general ledger accounts that document business transactions.
6. Analyzes financial information detailing assets, liabilities and capital, minimally quarterly.
7. Implements a continuous improvement philosophy, looking for ways to improve current processes and use of systems. Compiles and analyzes data, as appropriate.
8. Performs other duties deemed necessary and appropriate.

### **General Ledger (monthly and quarterly):**

9. Processes credit/debit card transactions and record in general ledger.
10. Reviews accounts receivable journal entries prior to posting to general ledger.
11. Prepares cost allocation entries (e.g. occupancy, program cost, food service, transportation, and management & general)
12. Prepares payroll journal entries prior to posting to general ledger.
13. Prepares other journal entries (including standard entries).
14. Reviews all proposed journal entries by Accounting Clerk prior to posting to general ledger.
15. Posts all entries to general ledger.
16. Provides support to Accounting Clerk with Bank Reconciliation and reviews completed reconciliation.
17. Reconciles other balance sheet accounts at least quarterly or more frequently as needed.
18. Reviews draft of system generated financial statements.
  - a) Reviews all other balance sheet accounts as necessary.

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- b) Reviews program and department income statements and follow-up on all material variances from budget with Program and Department Directors and/or Supervisors.
- c) Assist with and respond to coding questions by programs.

### **Reporting**

- 19. Prepares quarterly financial statements for review.
- 20. Collaborates with the A/P Specialist to prepare annual 1099 and 1096 forms in January.
- 21. Assists with compiling information for annual tax exempt return preparation (i.e., Form 990 and Form AG-990IL)
- 22. Assists with compiling information for annual U.S. Census Bureau reports.

### **Annual and Funder Audits**

- 23. Prepares audit materials for, and respond to, external and funding agency auditors to complete audits in a timely and effective manner.
- 24. Addresses and resolves audit findings, if any, in collaboration with department and other agency personnel.

### **Annual Budget**

- 25. Prepares budget templates for program and department budget input.
- 26. Compiles budget package for distribution to Management Team and Program Directors.
- 27. Consolidates all program budgets for the preparation of an Agency-wide budget.

### **Financial Projections**

- 28. Prepares projection files for each program and department as needed.
- 29. Obtains projection information, evaluates and inputs into projection files.
- 30. Consolidates all program projections for the preparation of an Agency-wide Projection.

### **General Requirements:**


Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

### **Education/Experience:**

Bachelor's Degree in Accounting plus five years minimum experience or the equivalent combination of education and experience is required. CPA designation is a plus. Work experience preferably in the nonprofit sector.

### **Language Skills:**

Bilingual/Bicultural in English and Spanish is helpful. Ability to read, analyze and interpret common technical journals, financial reports and legal documents. Should possess the ability to problem solve and respond to common inquiries or concerns from customers, regulatory agencies or members of the business community.

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**Computer Literacy & Knowledge Skills Abilities:**

Minimum intermediate proficiency with Microsoft Word and Excel is essential. Experience with general ledger software application is essential. Experience with Fund EZ accounting application is helpful.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Operating Environment and Working Relationships:**

Works collaboratively and routinely with staff.

**Decision Making Authority:**

Exercises discretion, independent judgment in executing tasks.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

**Work Environment:**

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. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Applicant/Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_