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**POSITION TITLE:** Senior Accountant

**REPORTS TO:** Administrative Director

**SUPERVISES:** None

**STATUS:** Exempt

**SUMMARY:**

The Senior Accountant prepares and analyzes financial reports and ensures compliance with financial regulations. It supports accounting operations, cash flow monitoring, and strategic financial planning. The position assists in audits, tax preparation, and risk management while maintaining proper accounting practices and controls. Effective communication, technical proficiency, and the ability to work collaboratively are essential.

**GENERAL RESPONSIBILITIES (Essential Functions):**

**Financial Reporting and Analysis**

- Prepares monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements
- Prepares and maintain financial reports, records, and general ledger accounts
- Performs month-end and year-end close processes

**Financial Planning**

- Assists the Controller in preparing the annual organizational budget and Governing Board Financial Summary Reports
- Assists in developing plans for financial growth
- Monitors cash flow and reports cash status on a regular basis
- Assists with the department's strategic planning and decision-making

**Compliance, Audits, and Risk Management**

- Assists the Controller and auditors with the financial audit and preparation of the Form 990
- Ensures compliance with accounting and financial regulations
- Ensures compliance with local, state, and federal tax laws and regulations
- Assists with establishing proper accounting methods, policies, and principles
- Evaluates and manage risk

**Accounting Operations and Controls**

- Manages financial transactions and documents
- Assists with streamlining accounting functions and operations
- Assists with implementation and maintenance of financial controls and procedures
- Monitors and analyzes accounting data and produce financial reports or statements

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- Assists with ensuring all financial operations align with the organization’s bylaws and non-profit status regulations

**Tax Preparation, Staff Support, and Miscellaneous**

- Assists with the preparation and submission of taxes and tax returns
- Offers guidance, support, and assistance to staff
- Performs other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Accounting and Financial Knowledge**

- Thorough knowledge of accounting principles, practices, and procedures and their application to accounting transactions and financial statements, including the balance sheet, income statement, and statement of cash flows.
- As applicable to the company, knowledge of federal, state, and local policies, procedures, and regulations.

**Technical Skills and Tools**

- Knowledge and application of Sage Intacct and/or Bill.com and/or Paylocity preferred
- Expert-level proficiency in Microsoft Excel alongside strong skills in other Microsoft Office applications.
- Efficiently and accurately operate modern office equipment.

**Communication and Interpersonal Skills**

- Ability to communicate effectively, both orally and in writing.
- Ability to establish, engage, and maintain professional relationships with internal staff, government agencies, funders, clients, vendors, and the general public.
- Ability to maintain strict confidentiality.
- Knowledge, application, and ability to provide direct communication of company policies, procedures, and regulations.

**Organizational and Analytical Abilities**

- Ability to organize and prioritize work independently with a minimum of supervision.
- Prepare legible reports, correspondence, and documentation and ability to proofread both numbers and words quickly and accurately.
- Detail-oriented and thoughtful attention to messaging and language.

**Adaptability and Problem-Solving**

- Ability to work in a fast-paced environment.

**REQUIRED EDUCATION OR EXPERIENCE:**

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. Nonprofit accounting experience is preferred.

**REQUIRED CERTIFICATIONS AND LICENSES:**

- Acceptable completion of a criminal history background check.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light lifting is required (up to 25 lbs.).
- Ability to uphold the stress of traveling. The ability to travel to various locations as well as in and out of state, may be required.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (general responsibilities).