

Senior Accountant

Reports to: Director – Financial Reporting		
Level/Grade Professional	Type of Position Full Time	Hours/Week 40 hrs/week; Exempt
GENERAL DESCRIPTION		
The Senior Accountant is responsible for supporting accounting functions, payroll processing and the fiscal administration of grants, government contracts, and restricted gifts, ensuring compliance with federal and state regulations, audit requirements and policies.		
JOB RESPONSIBILITIES		
<p><u>General:</u></p> <ul style="list-style-type: none"> • Maintains a thorough knowledge of the management of Pre- and Post- award accounting and reporting requirements. • Responsible for the periodic timely and accurate billing of the government grants and various foundation reporting. • Maintains a professional, cordial relationship with all funders. <p><u>Frequency - As Required:</u></p> <ul style="list-style-type: none"> • Responsible for the proper management of grants and government contracts and ensuring compliance with all applicable federal, state and city regulations and procedural requirements. • Works with development and program management on budgets for existing contract/grant renewals. • Responsible for initiating and facilitating timely program budget modifications with funders- two to three modifications per contract per year. • Actively participates as the lead person during program audits. • Prepares and issues to program managers all foundation reports requested by funders and follow up questions. • Coordinates and collates supporting documentation and prepare reports and journal entries of program In-Kind revenues and expenses. • Must work with, and direct, program managers in documenting in kind support. • Maintains access to and periodically updates SAM, D&B iUpdate, GrantSolutions and Grants.gov. • Ensures timely and accurate program close-outs with funders. • Assists the Director of Financial Reporting in maintaining/updating Management Reporting application as needed to ensure reports are kept up to date with accounting or organizational structure changes. • Maintains employee payroll information including salary, benefit and tax deduction information. • Maintains relationship with payroll processing companies. • Prepares and submits 403(b) employee and employer contributions and make associated journal entries as directed/authorized. • Maintains all banking relationships. • Performs other duties as assigned. <p><u>Frequency - Annual:</u></p> <ul style="list-style-type: none"> • Prepares, submits and follows to conclusion the indirect cost rate proposals annually at issue of financial audit report. • For the annual A-133 audit, prepares SEFA summary and other schedules in accordance with A-133 audit requirements. • Responds to grants and government contract specific information requests from auditors and any follow up questions. • Assists Accounting staff with audit preparation and auditor requests. <p><u>Frequency - Monthly:</u></p> <ul style="list-style-type: none"> • Monitors program spending to ensure alignment of spending to budget; proactively red-flagging issues to program managers and Director of Financial Reporting for action. • Ensures that all disallowances are investigated and resolved. • Prepares semi-monthly payroll run, submits to Director of Financial Reporting for review, and processes through payroll companies. • Reviews and posts automated payroll journal entries. • Reconciles open grants receivable to general ledger account (current month and year-to-date). • Reconciles Accounts Receivable general ledger account to the A/R sub-ledger. • Reconciles Accounts Payable general ledger account to the A/P sub-ledger. 		

- Reconciles all employee-related balance sheet accounts.
 - Prepares, obtains approval and posts overhead entries related to all grants and government contracts
 - Prepares, obtains approval and posts monthly entries for investment accounts gains and losses
 - Prepares, obtains approval and posts monthly time/payroll labor allocation entries from Replicon and other schedules.
 - Prepares, obtains approval and posts the percentage of completion (management reporting adjustment) entry at month end.
 - Prepares/posts other monthly journal entries as requested.
- Frequency - Weekly:
- In close connection with the Accounting staff, reviews and posts all Sales/Receivables and Payables/Checks batches prepared by the Accounting Clerk.
 - Backup for accounts receivable and accounts payable when necessary.
 - Makes bank deposits prepared by the Accounting Clerk and posts in the Accounting system.
 - Reviews check batches and signs checks in coordination with the Director of Financial Reporting.

POSITION REQUIREMENTS

- Demonstrates commitment to values of integrity, customer service, innovation, and collaboration
- Experience with Great Plains accounting software preferred.
- Competence with Microsoft Office applications such as Excel, Word, PowerPoint, and Adobe Acrobat.
- Ability to successfully work independently and in groups required
- Strong problem solving skills
- Ability to prioritize with limited direction
- Strong oral, written and interpersonal communication skills
- Ability to align individual goals with department and overall goals, policies, and processes
- Ability to multi-task and work under tight deadlines
- Experience working with financial information using excellent quantitative skills
- Must have strong organizational skills
- Must be detailed-oriented individual
- Ability to maintain confidentiality

EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Finance or Accounting or related field is required
- Minimum of three years of progressive experience in financial operations
- Two years of experience with grant management activities preferred.
- Certified Public Accountant (CPA) certificate advantageous

OTHER INFORMATION

APPROVED BY Keith Hepp, CFO

DATE POSTED Month, Day, Year

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.