



Job Title:	Senior Accountant	Job Code/ Req#:	20-30(3T)
Department/Group:	Financial Services	Hiring Pay Range*:	\$21.56-\$22.24
Reports to:	Director of Financial Services	Full Pay Range:	\$21.56-\$27.85
Job Category:	Non Exempt - Hourly	Position Type:	Full Time
Opened on:	8/27/2021	Closes on:	9/10/2021

*Hiring Pay Range is the range between meeting minimum qualifications and the next education level.

JOB DESCRIPTION

Reporting to the Director of Financial Services and in alignment with agency adopted mission and core values, this professional supports day-to-day accounting tasks and activities to ensure agency compliance. This person must be able to prepare accurate reporting, analyze data, understand Federal and State regulations and provide excellent customer service.

KEY TASKS

- Oversees accounting operations including budgeting, accounts payable and receivable, general ledger and financial reporting
- Understands and advises regarding compliance with Generally Accepted Accounting Principles, federal and state regulations and guidance, grant awards and internal policies
- Oversees development and implementation of financial systems
- Evaluates and interprets the agency's financial position through activity analysis and interprets to management as requested
- Supports forecasting for development of agency goals and strategies
- Supports agency audits, as needed.

GENERAL RESPONSIBILITIES

- Performs relatively complex accounting duties including maintenance, reconciliation and analysis of accounting records and preparing financial statements
- Communicates financial information and key performance indicators timely
- Advises accounting staff
- Works across functions with peers in other groups to ensure collaboration for shared goals
- Researches, shares and revises agency accounting policies and procedures to capture updates in guidance, rules, law, and regulations

EXPECTATIONS

- is willing to offer opinions and direction constructively
- is honest, ethical and transparent
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, dependable, and fulfills obligations
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- keeps up to date technically and applies new knowledge to job
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety in the workplace
- values diversity
- values team input
- lives agency's Core Values:
 - Assumes Positive Intent
 - Is (Be) Effective
 - Chooses Responsibility
 - Delivers Excellent Customer Service
 - Embraces Fun
 - Finds the Solution that Best Helps the Child

SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Uses independent thought in decision making on a regular basis
- Independence/Expertise- Expert technical skills in functional area
- Service/Initiative - Contributes ideas for improvement and change
- Supervision - Assists in the supervision of tasks
- Agency Growth - Develops Project Management, Implements continuous system advances

KEY SKILLS

- Comprehensive experience in Non-Profit Fund Accounting
- Excellent Microsoft Office skills
- Excellent customer service skills
- Excellent interpersonal, communication and organizational skills
- Ability to work well under pressure and succeed in a deadline driven environment
- Ability to manage time and meet deadlines
- Ability to manage multiple tasks at once
- Clear communication of complicated content to a variety of parties

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance or business related field from an accredited institution
- Four (4) years experience in fund accounting principles and practices, analysis and reporting of financial data.
- Three (3) years experience in financial audits
- One (1) year experience in general research, laws, government regulations, and agency rules

OTHER

- Travel: Local, Out of County
- Telecommute Eligible: Yes, Limited
- Leave Requirement: 5 Day Consecutive
- Serve as back-up for department tasks as needed
- Develop and implement training as directed for compliance support.

PHYSICAL REQUIREMENTS

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

WORK ENVIRONMENT

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel