

## Senior Accountant

Salary Range: \$ 50,000 – \$ 80,000

**General:** Self-motivated and team-oriented person with the ability to provide the analytical framework and financial metrics to enable informed, astute business decisions, which capitalize on opportunities and minimize risk. Nonprofit experience, and/or government contracting experience preferred. Reports to the Director, Office of Business Affairs

**Education:** Bachelor or Masters degree in Accounting or related major

**Experience:** 5+ years experience in general accounting, including general ledger, AP, AR, payroll processing, preparation of financial reports and ad hoc reports, account analysis and reconciliation with the following attributes or skills. CPA certification preferred.

**Desired skills:** Solid grasp of general accounting principles; hands-on experience of generally accepted standard cost accounting principles; year end financial audit experience required, experience in A-133 audit a plus; good quantitative and analytical skills; Proficiency with Excel and Word a must; nonprofit experience preferred; knowledge of grant accounting including OMB circulars a plus; knowledge of tax requirements for nonprofit organizations a plus.

**Other attributes:** Reliable; organized; ability to multi-task; strong verbal and written communication skills; adept at utilizing and leveraging technology; detail oriented; and good interpersonal skills.

**Duties include, but are not limited to:**

- Manages accounting and financial reporting
- Has responsibility for the following areas: general ledger, asset accounting, accounts receivable, accounts payable/ travel, payroll, banking, cash management, inventory, debt service and procurement activities.
- Prepares monthly account reconciliations, cash transfers, and other financial statements and reports.
- Prepares and reviews monthly financial management reports, including P and L statements and balance sheets.
- Prepares year-end consolidated financial statements and related supplemental support
- Prepares semi-monthly aging reports for receivables, inventory and work-in-process
- Prepares year-end government reports, tax returns and annual financial reports.
- Prepares recurring financial reports for state and/or federal agencies and may prepare Profit and Loss Statements.
- Analyze trends, costs, revenues, and financial commitments incurred to forecast future revenues and expenses.
- Ensures that all system-related transactions are made in accordance with generally accepted accounting principles and federal and state guidelines.
- Assists others with questions relating to the accounting activity.

- Advises supervisor on accounting issues
- Communicates with corporate officers on financial and accounting issues