



Putting Veterans First Since 1992
NEW DIRECTIONS *for* **VETERANS**

Position Description

Job Title	Senior Accountant
Reports to	Director of Finance
Location	Building 116
Type	Exempt, Regular Full-Time

How this position supports our Mission:

The Senior Accountant is a vital team member of the finance staff who contributes to the maintenance and reconciliation of accounting and finance.

Responsibilities

- Responsible for the maintenance and reconciliation of the general ledger, account analyses, cash and other balance sheet reconciliations. Prepares month supporting schedules.
- Prepares all journal entries, monthly bank reconciliations and analyses for cash and other accounts.
- Assists with the preparation and review of audit schedules and works with external auditors/tax consultants to assure complete and timely compliance for financial and regulatory reporting.
- Perform additional projects as assigned by CFO or Accounting Manager including but not limited to, reviewing processes in place to improve efficiencies, maintaining a fixed asset tracking system, development of an AR sub ledger, reconciliation for multiple AR accounts, in-kind gift reconciliation, temporary restricted fund balance tracking.
- Process check & cash deposits and post to the GL
- Enter contract billings and payments to AR system
- Prepare invoices for federal, state, city and private grants on a monthly basis, including processes like: entering billing data to excel spreadsheets; running reports; issuing invoices to payers
- File paper copies of all invoices together with supporting documentation in the finance department contract folders
- Review purchase orders for grant expenses with regard to completeness, accuracy and allowability after they are approved by Department heads
- Update and maintain expense allocation system that ensures contract line items are appropriately billed
- Attend all staff training and meetings and complies with established policies and procedures. Other duties as may be assigned in support of the goals of the department.

Required Skills

- Proficient in Blackbaud, Financial Edge & Raiser's Edge for tasks such as GL, AR, AP, post JE & run reports.
- Requires considerable accuracy and attention to details, strong multi-tasking and organizational skills, must be analytical and have the ability to identify variances, able to prepare a variety of financial reports, able to meet tight deadline and juggle priorities, able to work collaboratively with all levels of staff and work effectively in a fast pace environment.
- Requires the exercise of independent discretion and judgment in performing accounting duties; requires meticulous, through detailed approach to work. Involves application of broad knowledge of finance, accounting and government funding principals.

Education & Experience & Other Requirements

- Bachelor's degree in Accounting or related field. 4-5 years related work experience in accounting.
- Prior general ledger and account reconciliation experience; cost allocations for a non-profit company.
- Audit experience required.

Other Requirements

- Provide Employment Eligibility Verification.
- Complete a background screen and drug test.
- Possess a valid California Driver's License and evidence of insurance coverage.
- Provide annual evidence of tuberculosis test

Work Environment and 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.

This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 25 lbs.

- In this position you will be in contact with individuals in crisis who may be ill, using alcohol and drugs, have mental illnesses, and who may not be attentive to basic personal hygiene, health and/or safety practices.
- You may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and/or lack of personal hygiene.
- As a result you must be prepared and able to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.
- High level of concentration and attention to detail for extended periods of time required.
- Ability to communicate effectively using all methods of communication with residents, individuals in the organization at all levels, outside agencies, partner organizations and consultants.
- Ability to quickly organize and communicate thoughts and to understand communications from others.
- Ability to see, hear, and talk clearly in order to receive instruction and to give instructions to others.
- Ability to work independently, with others, around other, have verbal contact with others, face-to-face contact with others and prioritize work and make decisions.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Senior Accountant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____

Date _____

Employee Signature: _____

The employer is an "equal opportunity employer." The employer will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.