

POSITION POSTING

POSITION:
REPORTS TO: Vice President Finance/Business
POSTING DATE: 08/17/2023
EXPIRATION DATE: 09/14/2023
SALARY RANGE: Negotiable

GENERAL POSITION DESCRIPTION

Under the supervision of the Vice President, the Senior Accountant is responsible for general and grant accounting of the organization. The Senior Accountant will compile financial reports and related analyses. The Senior Accountant will complete grant administration and financial reports of awarded grants through their final closing. The Senior Accountant will also prepare forecasts and models, compile budgets, and submit regular reports to program managers. The Senior Accountant will provide guidance and expertise on federal regulations and compliance for grant programs. The position also assists the Finance Department with other assigned accounting functions, monthly reconciliations, audit work, and maintenance of payable files.

PRINCIPLE RESPONSIBILITIES

- Perform account reconciliations for bank accounts and other balance sheet and income statement accounts.
- Complete journal entries and other financial activities to properly maintain the general ledger.
- Prepare monthly financial and variance reports.
- Assist with year-end audit preparations.
- Review, at least monthly, the grant reports in the accounting software and track/reconcile the expenses with the organization's grant staff.
- Notify grant staff if there is a vendor in the budget that is not submitting expenses or if a vendor invoices for more than their contract amount.
- Assist and participate in all pre and post-award grant processes, including financial draws when required by funding source.
- Reconcile and perform grant closeout functions required by contracts administration and sponsors.
- Maintain up-to-date knowledge on the organization's funding sources, grants and contracts, ensure implementation of best practices.
- Ensure adherence to guidelines and policies.
- Ensure the integrity of accounting information.
- Monitor fiscal compliance of the organization's programs and services.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in accounting.
- Three or more years of general accounting experience, either in a private organization or public accounting firm.
- Two or more years of recent grant accounting experience, preferably in a non-profit environment.
- Intermediate or above knowledge of Microsoft Office, with demonstrated ability to create design, edit and proof Excel spreadsheets and basic MS Access database.
- Experience using accounting software, QuickBooks Online preferred.
- Highly meticulous and organized.
- Excellent communications skills, both oral and written.
- Capacity to work under pressure.
- Ability to work independently and as part of a team.
- Adeptness to maintain confidentiality of work.

If interested in this position, please submit a resume and cover letter to HR Director.

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