

Title: Senior Accountant	Grade: 6	
Reports To: Accounting Manager	FLSA Status: Exempt	
Supervises: Title V Enrollee, Interns and/or Youth Volunteers	Date Written:	Date Revised:
	8/2005	2/21/2020

POSITION SUMMARY

The Senior Accountant reports to the Accounting Manager and performs accounting functions, applies well-established principles, theories, compiles and analyzes accounting data, prepares journal entries, reconciles accounts and assists in the detailed preparation and monitoring of assigned program budgets and financial reports under the direction of the DAF. The Senior Accountant also oversees and is responsible for the work of students and/or volunteers, trains and instructs individuals or groups.

DUTIES AND RESPONSIBILITIES

- Supervises subordinates in the performance of bookkeeping functions and other related clerical work. Performs and monitors daily accounting activities, including data entry, verification of proper recording, coding, transfer to the computer, and recording of all receipts and disbursements.
- Documents and reports all income & expenditures on assigned Agency programs. Maintains ledgers, journals and files for reporting as required. Reconciles balance sheet accounts monthly, as assigned.
- Prepares or reviews monthly bank reconciliations for all bank accounts.
- Works with the Accounting Specialist to process payroll, which may include ensuring the accuracy of all payroll records and time sheets and backup on payroll processing.
- Processes accounts receivable, reviews and follow up on aging reports.
- Processes accounts payable, reviews vendors' statements and follow up on all outstanding account payable.
- Assists in the preparation of audit schedules, confirmations and support documentations for the auditors on all agency audits, annual indirect cost rate proposal and cost allocation plans.
- Assists in the preparation of assigned financial reports, statements and statistics on agency financial operations for internal and external use.
- Responsible for preparation and accuracy of assigned contract billings of governmental agencies on government forms on a timely fashion, including interpretation of contract

provisions. Monitors actual versus budget vouchers on a monthly basis and makes appropriate budget revisions recommendations.

- Assists in the preparation of weekly & monthly cash flow projections and comparisons.
 - Interprets Agency policies and services to individuals or community groups.
 - Responds to Agency needs by engaging in special projects as directed by the DAF and Accounting Manager.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Bachelor degree in Accounting from an accredited college or university.
- Minimum of three years of experience in basic accounting functions. Experience in non-profit accounting preferred.

Skills/Knowledge:

- Proficient and experienced in Microsoft Office and Excel. Enterprise accounting software experience preferred.

Physical Demands:

- Required to frequently sit for extended periods.

Environment and Scheduling:

- Work is performed during standard business hours, Monday through Friday generally.
- Must be flexible and available to work additional hours when necessary.

Core Competencies:

- A demonstrated passion for and commitment to CASL's mission.
- Demonstrated skills in problem-solving, and in supporting, motivating, and sustaining a team-oriented culture.
- Ability to work collaboratively internally and externally to achieve results,
- Performs responsibilities in a timely manner, with a high degree of accuracy.

- Delivers a high level of service, internally and externally.
 - Acts with integrity, confidence, and accountability.
 - Demonstrates willingness to learn and advance in their tasks and think critically to deliver results despite obstacles and /or setbacks.
 - Takes the initiative to identify improvement opportunities that increase efficiency and effectiveness of processes in accounting and the organization.
 - Effectively manages change and able to operate in a growth environment.
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CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.