



## Position Description

Title: Senior Staff Accountant		
FLSA Class: Exempt	EEO Category:	WC Class: 8861
Job Title #020002	Salary Grade: 2	
Date Approved: March 23, 2017		
Revision Date:	Revision:	

### Purpose of Position

The Senior Staff Accountant is responsible for analyzing monthly program results, account analyses, working with the Controller to develop budgets and RFP applications, assisting the Controller in providing detailed financial reports to management, and working independently with little supervision.

### Major Duties (\*Essential Element)

- Analyze monthly program results and P&L fluctuation analysis. Work closely with Senior Leadership to improve financial performance and answer questions about their budgets.\*
- Prepare and record asset, liability, revenue, and expense entries by compiling and analyzing account information.\*
- Maintain and balance subsidiary accounts by verifying allocating, posting, reconciling transactions; resolving discrepancies.\*
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.\*
- Ensure accuracy of financial statements in accordance with GAAP and compliance to internal policies.\*
- Works with Advancement department on various grants and applications.\*
- Works closely with the Controller and CFO on the annual budget.\*
- Works closely with the Controller and CFO on the annual audit and tax return.\*
- Assists leadership in preparing the annual costs reports, as needed.
- Assists the Controller in updating and maintaining the Accounting Policies and Procedures manual.

- Performs back office support services for agencies subcontracting with Great Circle.
- Other duties as assigned by the Controller.

Working Conditions

Office environment. Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

A strong customer service focus, excellent time management, oral and written is necessary. Must have at least an intermediate knowledge of programs including: Word, Excel and database software (i.e. Access, Crystal preferred). Strong work ethic and ability to work independently with little direct supervision. The individual must be bondable. Current Driver's license required.

Required Education and Experience

- Bachelor's degree in accounting or finance
- One to three years' experience as a staff accountant in an increasingly responsible role.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_