

Senior Accountant

DEFINITION

Under the direction of the Chief Financial Officer (CFO) or Controller or Assistant Controller. The Senior Accountant classification is responsible for accounting functions at the department/program-wide level including complex fiscal, cost accounting; billings/invoicing and revenue recovery reconciliation; associated banking and accounting transactions, financial/bank account management and reporting, ERP financial systems analysis and reconciliation duties; and leads/mentors junior level accounting staff. The classification also prepares, maintains, and balances financial statements and associated reports, schedules, and exhibits; develops and maintains analyses and projections of assigned funds, fund balances, revenues and expenditures, budget to actual; and identifies methods to align financial records and data across multiple financial systems to develop technical reports on estimates, cost allocation, and budgetary modifications.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and guidance from the CFO, Controller or Assistant Controller. The Senior Accountant supervises subordinate staff across multiple accounting units.

CLASS CHARACTERISTICS

This is a professional class position and is responsible for overseeing assigned organization wide accounting functions, exercises independent judgment, supervises subordinate staff, and performs the full range of accounting functions for assigned areas which could include General Accounting, Auditing, Banking and Treasury, Grants & Revenue Recovery, Cost Accounting and Billing, Asset Finance Accounting, and Position Control/Cost Allocation. The work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management may add, modify, change, or rescind the work assignments of different positions to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and directs the work of subordinate employees engaged in the preparation and maintenance of varied accounting and financial functional areas and programs, which may include accounting ledgers, banking and cash management, investments and debt management, grants and donations, real estate financing, fixed assets, budgets, payroll ledgers, and associated financial and accounting systems to ensure integrity and accuracy of systems, accounts, and reporting.
- Performs the more complex accounting work involved in maintaining accounting controls, procedures, and processes, and preparing detailed financial reports in conformance with funding and compliance requirements.
- Maintains and reconciles a variety of ledgers, registers, journals, systems, and other records necessary for the accounting activities of the assigned function, programs, and areas of responsibility.
- Maintains current knowledge of accounting, auditing, and reporting regulations, policies and procedures related to assigned areas of responsibilities; recommends and develops changes to accounting structures, policies, procedures, and systems to ensure compliance with funders and regulatory requirements.
- Coordinates activities such as developing processes and procedures for accounting period and fiscal year-end closing and preparing financial statements.

- Coordinates activities with representatives of external auditors, funders, compliance/regulatory agencies, vendors and contractors, and others.
- Serves as consultant with departments by responding to inquiries concerning accounting methods and procedures; confers with department personnel on accounting, and financial reporting, and budgeting questions and problems. Explains the implications of complex accounting matters to non-financial managers and decision makers.
- Recommends the selection of subordinate professional and clerical staff and evaluates their performance and plans, assigns, reviews, and approves their work.
- Provides orientation and training on accounting processes and procedures, user training for financial systems, and financial reporting and compliance requirements for subordinate employees and staff of other departments/programs to assure knowledge transfer and conformance to organization, funder, and regulatory requirements.
- Prepares reports with recommendations and makes presentations for assigned areas. Maintains accurate records and files related to areas of assignment.
- Administers the organization's legal responsibility in relation to fiscal matters.
- Identifies opportunities for process improvements and drive efficiency within the finance function.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theory, principles and best practices of accounting and auditing along with their application to nonprofit and governmental accounting and budgeting.
- Requirements associated with the analysis of legislation, regulatory requirements, and policies governing the accounting, budgeting, and financial operations of nonprofits or governmental organizations including FASB's Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Statements, Interpretations, and Technical Bulletins, and interpretation and applicability of relevant principles, laws, rules, regulations, and procedures.
- Concepts, systems and terminology of accounting and automated accounting and budgeting systems, software, and spreadsheet applications.
- Office management practices and procedures, including automated accounting, budgeting, and financial reporting systems.
- Principles and practices of serving as senior accountant for a major area of responsibility.

Ability to:

- Plan, direct and evaluate the activities of assigned accounting functions and staff.
- Review and correct the work of subordinate accounting staff.
- Research, audit, analyze, and evaluate complex financial and statistical data and prepare financial statements, management financial reports, narrative reports, and presentations.
- Use analytical skills to research concepts and methodologies to identify, analyze and evaluate complex problems and propose solutions.
- Prepare, maintain, and reconcile a variety of complex accounting, banking, and financial records, documents, and reports and develop financial feasibility and cost allocation models.
- Communicate effectively verbally and in writing with co-workers, subordinates, management, Board and Committee members, vendors/service providers, and the public and others contacted in the course of work.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise prudent independent judgment.
- Use various computer applications and software in support of accounting activities.

EDUCATION AND EXPERIENCE:

Education:

- Possession of a B.S or M.A. Degree in Accounting, Finance, Economics or Business Administration from an accredited college/university.

Experience:

- Four (4) years of professional experience in accounting and auditing work at the Staff and Lead Accountant levels. Certified Public Accountant (CPA) license may substitute for one (1) year of experience; or successful completion of 60 semester units or ninety 90 quarter units of college, of which 20 semester units or 27 quarter units must be in accounting and/or auditing.
- One (1) year of experience at the Lead Accountant level with experience in accounting or budgeting functions for multiple departments, programs, projects, and grants, preferably in a nonprofit or public entity.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

I have read and understand the duties and responsibilities of my position as a Senior Accountant. I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodation to perform the essential functions of my job, I must immediately inform my manager and/or Human Resources.

Signed: _____ Date: _____

Print Name: _____

Senior Accountant
March 6, 2025

Initials _____