



Childcare Resources Position Guide

Job Title: Senior Accountant

Division: Finance/Administration

Date: 07/02/2010

Reports to: Director of Finance & Administration

Classification: Exempt

General Description:

Under the supervision of the Director of Finance & Administration (DFA), the Senior Accountant is responsible for all accounting and finance and reporting functions.

Duties and Responsibilities:

- ✚ Compile and analyze financial information to prepare monthly and year-end financial statements
- ✚ Responsible for preparation and entering of general ledger journal entries
- ✚ Prepare billings to all funders
- ✚ Assist with the revision and implementation of indirect cost allocation plan
- ✚ Work with Financial Assistance staff to process direct child care payments monthly
- ✚ Ensure all reporting deadlines are met
- ✚ Ensure financial records are maintained in compliance with accepted policies and procedures
- ✚ Ensure accurate and timely monthly, quarterly and year end close
- ✚ Prepare financial and budget reports for senior management
- ✚ Reconcile and maintain balance sheet accounts
- ✚ If not already, quickly become proficient with Grants Management Accounting software
- ✚ Independently manage all day-to-day activities related to accounts payable and cash disbursements and cash receipts, ensuring accuracy and compliance with established procedures
- ✚ Prepare semi-monthly payroll for 25 exempt employees, and ensure the accuracy of outsourced payroll services and information, including employee benefits and 403b savings plan contributions
- ✚ Monitor ACH cash transaction activity
- ✚ Independently manage the invoicing, collection and tracking of fees and grants and donations, ensuring accuracy and compliance with GAAP
- ✚ Monitor government grant accounting, ensuring that program expenditures are consistently aligned with grant budgets
- ✚ Assist the DFA with the monitoring and budgeting of Restricted Funds resources and prepare donor-requested financial reports as needed
- ✚ Assist the DFA in the preparation of monthly financial reports and variance analysis for review by the Executive Director and Agency Operations Committee

- ✚ Assist the DFA in the evaluation of current internal accounting processes and controls, provide input on the design and implementation of new processes, and oversee the communication of updated procedures to all staff
- ✚ Interface with outside audit firm, banks, insurance agents and consultants, and monitor contracts with administrative service providers and grants
- ✚ Interact and maintain day-to-day communication with staff, directors, vendors, donors, board members, residents and volunteers
- ✚ Assist the DFA with annual audit and budget preparation
- ✚ Assist the DFA with other financial/accounting/administrative tasks as needed
- ✚ Perform any and all other related job duties and responsibilities as assigned

Essential Qualifications

The Senior Accountant position requires a 4 year college degree in accounting/finance/business with a minimum of 5 years experience that includes accounting, reporting, financial analysis and budgeting, preferably in the nonprofit arena. The candidate should be able to successfully navigate nonprofit accounting software such as Grants Management Systems, and have recent and relevant experience with spreadsheet, word processing, and database applications.

The Senior Accountant must have excellent communication skills, be self-motivated to carry out responsibilities independently, pay close attention to detail and accuracy, be able to meet deadlines, and be prepared to make a productive contribution to Childcare Resources.

The Senior Accountant must have a valid driver's license and regular access to vehicle covered by liability insurance with limits of \$100,000/\$300,000