

SENIOR CPA ACCOUNTANT

JOB SUMMARY

The Senior Accountant performs highly complex accounting tasks for 501(C)PA's most challenging clients, advises clients on accounting best practices and supports clients in financial decision-making. These clients have multiple funding sources, a large amount of data to be processed to prepare financial statements, and have a larger employee count and budget, among other attributes.

Essential Job Functions

- Produce accurate, timely financial statements, and if requested, attend client's board meeting to answer board questions and explain anomalies.
- Prepare monthly, quarterly and closeout processes, to include preparing and recording journal entries and various assigned balance sheet reconciliations and analysis in accordance with company policies and procedures.
- Analyze financial statements for discrepancies, researching and analyzing variances.
- Performs ongoing general ledger maintenance, including account analysis and ensuring entries are audit and legally compliant.
- Put procedures in place to comply with grant reporting intervals and obligations.
- Track grant dollars, ensuring dollars are being used as allowed by grantor, drawdown grant dollars, oversee performance metrics, and submit required financial and compliance reports for federal, nonfederal and private grants.
- Prepare contract billing reports for clients to be paid for work performed per the contract and for the quarterly SF425 report.
- Assist Manager of Accounting Operations with processing Form 990 for clients.
- Maintain and reconcile fixed-assets depreciation schedules.
- Review peer financials.
- Respond to audit requests including general ledger variances and support documents.
- Assist newer accountants in learning on such topics as grants/categorization of projects expenditures, ensuring timely capitalization of assets and project closures.
- At client's request, prepare their annual budget and assist in cash forecasts.
- Manage projects, oversee progress and identify and communicate issues.
- Assist management team with special projects, staff training, and other assignments as may be requested.
- Work with MIP Fund Accounting software, Excel, Word, Practice CS, and other software as assigned.
- Maintain excellent communications and relationships with clients and colleagues. Meet with clients in person as needed.

Salary Range

\$60,000 to \$75,000 annually

Competencies

- High-level accounting skills, including knowledge and experience in all aspects of the accounting cycle and non-profit financial statement preparation
- Advanced skill level in Excel, and above-average competencies in other software used within 501(C)PA's operations
- Ability to recognize accounting errors from previous accountants and plan path forward to correct
- Excellent knowledge of GAAP and regulatory compliance requirements, especially with respect to non-profit organizations
- Solid understanding of non-profit budgeting, variance analysis and reports
- Sound grasp of grant reporting and related account structures
- Ability to be flexible while working on concurrent projects of equal importance
- Ability to work independently, complete work timely, and work well as a team member
- Outstanding verbal communicator with strong written skills
- Very accurate, organized, able to work in a high-volume environment and have effective project-management and problem-solving skills
- Demonstrated ability to work in a leadership role with proven decision-making skills with ability to mentor and coach junior subordinates
- Demonstrated ability to support all other departments within the company and coordinate training and information sessions
- Demonstrated mature judgment and collaboration skills

Required Qualifications

- Bachelor's degree in Accounting, Business, Financial or related area
- CPA or CMA license
- Plus, at least eight years of directly related accounting experience, of which four years must be in financial statement and budget preparation, three years of grant reporting experience and three years of nonprofit accounting experience,
- Proven ability to handle multiple projects simultaneously
- Strong understanding of GAAP

Preferred Qualifications

- Experience with MIP software
- Master's degree in accounting, Business, Financial or related area

Work Environment

New staff will work on-site during orientation week and have hybrid in-office/at-home operations going forward. This role routinely uses standard office equipment such as computers, multi-function devices (printers, scanners, fax), phones and the like. The dress code is business casual.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers for typing, pressing, handling, or feeling, and reach or lift with hands and arms.

Position Type/Expected Hours of Work

This is a full-time, exempt position. The hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. Extra work may be required as job duties demand. As a professional employee, the Senior CPA Accountant is expected to recognize when deadlines or other work demands require such extra time and effort.

Travel

Travel is primarily local during the business day, although some out-of-the-area travel may be expected from time to time. Must have reliable personal transportation.

Other Duties

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.