



Job Title: Senior Accountant

Reporting To: Chief Financial Officer

Company Services: 4th Sector Solutions provides shared services, including financial management and reporting, operations, start-up, human resources management and foodservice administration, to charter schools and educational nonprofits currently operating in Louisiana, New York, Washington, DC, and Texas.

Company Location: Based in Baton Rouge, Louisiana with a New Orleans office. Work will be based in Baton Rouge with potential for travel in-state.

Responsibilities:

- Liaise with external auditor and manage, coordinate and integrate the work of the Accounting, Accounts Payable and Payroll to a successful audit conclusion. Respond to auditors' comments concerning finances and operations and address any deficiencies.
- Ensure that payroll, accounts payable and purchasing documents are processed efficiently, accurately and in a timely manner.
- Ensure that disbursements of funds are within budgetary authorization limits.
- Prepare and submit periodic grant drawdown requests, following all applicable federal, state and local requirements, to ensure the receipt of all monies owed to clients.
- Reconcile general ledger accounts.
- Establish and maintain internal controls to ensure compliance with financial legislation, policies and procedures.
- Research, prepare and submit the annual budget as well as prepare monthly school budgets.
- Build forecast models to accurately predict the outcome of a potential or proposed transaction.
- Analyze and implement best practices in public financial accounting policies and procedures to improve school efficiency and productivity.
- Present the annual budget to the Governing Board.

- Manage accounting and financial systems and maintain full and accurate accounting records.
- Conduct financial analysis and prepare detailed financial reports and statements.
- Compile and analyze monthly and annual special financial reports on school budgets. Recommend actions to ensure compliance with program requirements, while ensuring maximum impact to support teaching and learning. Present monthly reports to Governing Board.
- In-state travel required for client meetings.

Education and Experience: Bachelor's Degree in Finance or Accounting;

Preferred Skills and Work Experience:

- CPA or MBA
- Five years of previous work experience with public or government accounting
- Strong analytical ability. Demonstrated ability to work under pressure and meet deadlines.
- Demonstrated knowledge of financial reporting and budgeting, payroll, procurement, and internal controls.

Company Culture: We are dedicated to a social mission of helping our clients create successful, high-performing charter schools serving traditionally disadvantaged populations. We accomplish our mission by providing best-in-class finance, human resources and operations services from a team that is zealous about superior client service.

Forward a letter of interest and resume highlighting career objectives, current skills and experience to info@4thsectorsolutions.com. The subject heading of the email will reference "Senior Accountant".