



## Senior Staff Accountant

**Position Summary:** The Senior Staff Accountant will prepare financial reports to track organizations assets, liabilities, profit and loss, tax liabilities, and other related financial activities for clients.

**Reports To:** Controller

### **Essential Duties & Responsibilities:**

- Establish and maintain internal controls to ensure compliance with financial legislation, policies and procedures.
- Work with the Accounting team to ensure that payroll, accounts payable and purchasing documents are processed efficiently, accurately and in a timely manner by ensuring the proper documents, receipts, and forms are available.
- Research, prepare and submit the annual budget as well as prepare monthly budgets.
- Prepare cash flow projections.
- 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 efficiency and productivity.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Conduct financial analysis and prepare detailed financial reports and statements.
- Compile and analyze monthly and annual special financial reports on budgets. Recommend actions to ensure compliance with program requirements, while ensuring maximum impact to support clients.
- Ensure that payroll, accounts payable and purchasing documents are processed efficiently, accurately and in a timely manner.
- Responsible for timely monthly, quarterly, and year-end financial close, including all aspects of month end close multiple clients.
- Responsible for preparing, providing detailed support, and reviewing for accuracy of balance sheet reconciliations for all accounts.
- Responsible for preparing month end packages including all financial reports, statements and other needed items and reviewing and confirming accuracy.
- Prepare adjusting journal entries, as needed.
- Responsible for external audits. Oversees and manages the audit by coordinating and integrating the work of all accounting functional areas for a successful audit conclusion. Respond to auditors' comments concerning finances and operations and address any deficiencies.
- Ensure that disbursements of funds are within budgetary authorization limits.
- Preparation of budgets and compliance reporting for all required grants.
- 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.
- Ensure proper coding of all grants.
- Reconcile general ledger accounts.
- Maintain internal controls to ensure compliance with financial legislation, policies and procedures.
- Assist with preparing budgets and forecasts for all clients.
- Assist in maintenance of forecast models and update forecasts as needed.
- Manage accounting and financial systems and maintain full and accurate accounting records.
- Prepare special financial reports as requested by management by collecting, analyzing, and summarizing account information and trends.
- Maximizes return, and limits risk, on cash by minimizing bank balances; making investments.



- Other duties as assigned.

**Supervisory Responsibilities:**

- Manage the scheduling, assignments, and daily workflow of assigned staff accountants..

**Required Skills/Abilities:**

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting softwares.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.
- Advanced Microsoft Excel skills.
- Ability to work under pressure and meet deadlines.
- Ability to problem-solve and multi-task.
- Strong Analytical ability.

**Education & Experience:**

- Bachelor's Degree in Accounting or Finance. CPA or MBA preferred.
- Five years of previous work experience of public or government accounting experience, and demonstrate knowledge of financial reporting and budgeting, payroll, procurement, and internal controls.