Position Description
Senior Accountant

Position: Senior Accountant
Reports to: Accounting Manager
Department: Financial & Administrative Services
Program: Financial & Administrative Services
Last Revised: November 2019
Position Type: Exempt

Position Purpose
The purpose of this position is to prepare, examine, and analyze accounting records, financial statements, and other financial reports for all the financial aspects of the organization and any other contracted financial service obligation. The job incumbent must assess accuracy, completeness, and conformance to reporting and procedural standards.

Essential Duties and Responsibilities

- Conduct monthly reconciliation of balance sheet and general ledger accounts
- Review monthly bank reconciliations
- Review journal entries
- Prepare monthly, quarterly, and yearly accruals as needed
- Review quarterly and annual payroll tax reports
- Prepare monthly financial statements for the organization and any other contracted service obligations of the organization
- Monitor and analyze monthly operating results against budget
- Prepare financial analyses and reports
- Prepare revenue projections and forecasting expenditures
- Assist with the preparation and monitoring of budgets
- Assist with creating of budget templates and reports as needed
- Assist with annual audit process; investigate and resolve audit findings, account discrepancies and issues of non-compliance
- Prepare federal and special tax returns
- Facilitate and participate in all necessary assistance to internal and external customers on a variety of program and service deliverables provided by the organization
- Coordinate the completion of required monthly billings to all entities contracting with the organization
- Review the filings of lobbyists’ Monthly Expense Reports, the annual Employer’s Report, and other required reporting for the organization’s Government Relations team
- Develop operational procedures and documentation of process flows
- Document workflow, procedures, checklists, and policies for assigned tasks
- Assist with benefits documentation and ensure paperwork is up-to-date
- Assist with new employee orientation process
- Review and approve invoices and orders
- Maintain record of AWC physical assets
- Ensure compliance with local, state, and federal requirements
- Perform other accounting duties and support of accounting staff as required or assigned
- Assist the Accounting Manager as needed
- Complete other duties as assigned or self-initiative with supervisor approval
Knowledge, Skills, and Abilities (KSA)

- Extensive knowledge of accounting principles and generally accepted accounting principles and practices, in particular GAAP and FASB
- Proficient in Microsoft Office Professional, accounting and payroll software, and have the ability to learn and use a wide variety of proprietary software
- Ability to work in a team environment
- Must have extensive knowledge of modern office practices, procedures, and equipment
- Possess excellent communication skills with the ability to communicate effectively both orally and in writing with a wide variety of people both in and outside of the organization
- Knowledge of arithmetic, statistics, and their applications
- Ability to pay extremely close attention to detail and to monitor one’s own work for errors
- Ability to meet deadlines and provide timely financial statements
- Ability to be flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes
- Ability to plan, organize and prioritize multiple diverse work tasks for self and the overall financial services operations
- Ability to make effective decisions and to act independently in managing and coordinating assigned duties
- Must possess good time management skills and have the ability to be self-driven by meeting deadlines and completing assigned tasks in the time assigned by the supervisor
- Ability to model the organizations’ high standards of quality customer service to all internal and external customers
- Possess a professional appearance and conduct appropriate to an office setting

Working Conditions
The work is primarily performed in an office setting. The work involves sitting for extended periods of time and working with a computer, including repetitive motions of the fingers, wrists, and hands. The work involves standing for long periods, stooping, and lifting and carrying objects weighing up to 30 lbs. The job incumbent may be expected to attend various events to carry out various responsibilities as assigned and therefore may be away from home, possibly overnight, several nights a year, but in most cases overnight stays will not exceed 5 nights a year.

Employment Requirements
- Bachelor's degree in accounting, finance, or related field
- 3+ years of experience as a staff accountant
- CPA certification or master's in accounting preferred
- Will be required to pass a valid background verification on a clear credit report to obtain appropriate bonding