

Project Now, CAA Job Description

Job Title: Senior Accountant
Department: Finance

SUMMARY Experienced Accountant that performs a wide variety of financial activities for Project NOW, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and special projects as assigned.

- Reviews journal entries of junior department accountants for accuracy; Works with junior accountants to correct errors; posts entries to general ledger.
- Compiles and analyzes financial information to assist and train junior department accountants in preparing complicated general ledger entries.
- Oversees the monthly closing process. Reviews reconciliations of accounts and guides junior accounts in correction entries. Communicates with directors when reports or other information is required. Performs reconciliations as necessary. Reviews month end reports prepared by junior accountants and presents reports prepared to the Finance Director and other Agency directors.
- Responsible for updating the grants reporting schedule. Follows grants reporting schedule to reconcile grants to prepare and submit reports to grantors.
- Responsible for the grants database and ensuring that all documents are scanned and linked within the database.
- Assists the Finance Director in reading all incoming grants and updating reporting schedules, processes, documentation. Helps to create new processes and documentation if needed to comply with a grant.
- Has strong written and verbal communication skills for interacting with employees and grantors.
- Works with the Finance Director concerning Agency audit, preparing reports and providing critical information.
- Prepares information for, provides information to and works with a variety of auditors/regulatory persons as directed.
- Has strong organizational skills and leads the junior accountants in maintaining paper and electronic files.
- Has strong leadership skills for interactions and training of finance department and other department staff.
- Maintains general ledger accounts through adding new accounts and inactivating accounts that should not be used.
- Will be trained to perform all positions within the Finance Department including accounts payable, payroll, grants and general ledger accounting for a better understanding of the finance activities at Project NOW, Inc and to be able to fill in positions for extended absences such as vacations.
- Must be able to understand and utilize generally accepted accounting standards, Grant Accountability Transparency Act "GATA" and adhere to Office of Management & Budget "OMB" Part 200.
- Ability to read and write English and communicate effectively both verbally and written. Ability to read, analyze, and interpret common financial reports and communicate information correctly and effectively. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Must have full knowledge of and adherence to Project NOW's Finance Policies and Employee Handbook. Assist employees with interpretation and explanation of the Agency's Finance Policies.
- Ability to apply mathematical operations to such tasks as frequency distribution, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Must exercise a high level of independent judgment and discretion with respect to matters of administrative significance. Strong organizational skills and confidentiality skills are essential.
- Must be able to multi-task and practice very strong time management practices and think through and understand the accounting process to ensure proper compliance with GAAP.
- Must have reliable transportation, valid driver's license and proof of insurability

SUPERVISORY RESPONSIBILITIES: This position has no direct supervisory responsibilities. This position works closely with and offers technical assistance and leadership to junior accountants and accounts payable specialist.

EDUCATION and/or EXPERIENCE: Minimum of Bachelor's degree in Accounting required along with 3 years relevant accounting experience. Proficiency in the use Microsoft office, computers, 10 key, and other office equipment is required. Experience Grants Accounting is preferred. Advanced skills in Excel and with MIP accounting software and are a plus.

PHYSICAL DEMANDS and WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently required to sit, talk and listen. The employee is occasionally required to stand. The employee will be required to use telephones and computer s frequently. The employee must occasionally lift and/or move up to 25 pounds associated with the office environment. The noise level is quiet as it relates to the office environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.