



Job Description

Job Title: Senior Accountant

MAIN FUNCTION: Performs a variety of detailed accounting duties under minimal supervision, including account analysis, month- and year-end closings.

REPORTS TO: Associate Vice President, Finance

POSITION RESPONSIBILITIES:

- ❖ Assists AVP, Finance and CFO with the general accounting functions of the organization, which includes various financial and budgeting reports, development of new policies/procedures and special projects as needed.
- ❖ Month-end closings:
 - Analyzes general ledger accounts to ensure completeness and accuracy.
 - Prepares monthly account reconciliations.
 - Records/amortize prepaid expenses
 - Maintains fixed asset schedule, calculates and books depreciation expense.
 - Reviews monthly investment activity and updates schedule.
 - Updates restricted grants schedule and tracks grant expenses monthly.
 - Tracks government receivables
 - Reviews all 501c unemployment invoices, posts the unemployment expense semiannually and maintains a schedule on a quarterly basis.
 - Prepares and posts all journal entries, recurring and nonrecurring.
 - Prepares the monthly internal financial report.
- ❖ Reviews and posts credit memos
- ❖ Reviews accounts payable backup to ensure compliance with company procedures.
- ❖ Reconciles payroll and reviews payroll journal entries
- ❖ Prepare monthly and annual external financial reports.
- ❖ Serves as the primary back-up for payroll processing, accounts payable and accounts receivable, as needed.
- ❖ Year-end closing:
 - Prepares temporary restricted asset schedule for the audit.
 - Prepares and reviews annual applications for CFBNJ's various insurance policies.
 - Prepares year-end closing entries.
 - Assists with the annual audit.

ESSENTIAL SKILLS AND EXPERIENCE:

- CPA License
- Minimum five years of nonprofit accounting experience

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- Must be self-directed and demonstrate the ability to set priorities and meet deadlines.
- Duties require broad conceptual judgment, initiative and ability to deal with complex accounting issues; attention to detail
- Exceptional analytical, problem solving, written and organizational skills
- Ability to work and interact with departments and associates throughout the organization
- Maintains a positive work attitude by acting and communicating in a manner conducive to good interpersonal relations (e.g., helpful, courteous, pleasant) with customers, all public, co-workers and managers, in accordance with the spirit of CFBNJ's mission.

EDUCATION:

Bachelor's degree in Accounting or Business Administration required.