

Job Title: Senior Accountant
Reports To: Director of Finance
FLSA: Exempt – Professional

Qualifications: College degree in accounting, finance or business related field with 3-5 year's corporate or public accounting experience required, CPA preferred. Experience preparing and analyzing month end reconciliations. Ability to use Excel proficiently including sort, filter, and subtotal functions. Must be detailed oriented, organized, able to multi-task and be team player!

Job Functions:

- Ensure cash is correct on a daily basis, including overseeing banking transaction and helping to resolve banking discrepancies including positive pays and NSF returns.
- Prepare monthly trial balance reconciliations for all balance sheet accounts and most income statement accounts
- Prepare client profitability schedule monthly
- Review cash receipts and cash disbursements for proper recording
- Review all payroll related payments, including but not limited to, flex spending, defined contribution plans and workers compensation
- Reconcile quarterly 941's and year-end W-2's
- Review invoices downloaded into QuickBooks, ensuring receipts are received
- Ensure all cash transfers are properly processed and recorded correctly
- Monitor unemployment rates/costs and provide quarterly estimates on following year rates
- Responsible for overseeing the work of the accounting clerk and staff accountant
- Initiate suggestions to the Director of Finance to improve efficiencies
- Ensure the accounting processes manual is updated and followed
- Work with the Director of Finance to ensure internal controls are practiced and in place
- Perform other duties as assigned