

# Senior Accountant

## Responsibilities:

- Oversee and manage financial activities of SOMs including procurement, food services, petty cash and school activity funds.
- Process payroll including managing the timesheet process and the financial pieces of benefits administration.
- Manage the entire accounts payable process including reviewing and approving purchase orders, approving payments, ensuring appropriate coding and working with site personnel to ensure all expenditures are in compliance with the operating budget, capital plans, contracts, and restricted funding sources.
- Run the monthly close process including recording month-end journal entries, accruing revenues and expenses, and updating balance sheet schedules.
- Support the Finance Director and the Regional VP, the annual budgeting process including working with the principals on scenarios and ensuring consistent budgeting assumptions.

## Qualifications:

- **Education:** Bachelor's Degree in Accounting or Finance; CPA or MBA preferred.
- **Preferred skills and work experience:**
  - Experience with education/governmental accounting or a corporate accounting group. Understanding of GAAP non-profit accounting.
  - Knowledge of payroll processing.
  - Experience with all aspects of the accounts payable process.
  - Demonstrated success in supervising and managing dotted-line reports.
  - Experience in managing financial processes, reading financial reports (and training others on how to do so) and presenting financial information.
  - Demonstrated ability in applying the understanding of those statements to corrective actions when necessary.
  - Experience in financial analysis including budget to actual analysis, ability to understand trends and forecast.
  - Knowledge of financial auditing so as to coordinate annual audits and yearend close process for individual sites.
  - Demonstrated ability to read and understand client contracts in order to understand and deliver on financial requirements.
  - Knowledge of grants so as to understand how grant dollars impact the budget and flow through the system.
  - Advanced knowledge of Excel.
  - Demonstrated ability in using financial/accounting software, with knowledge of QuickBooks preferred.
- Demonstrates ability to confront difficult issues head-on in a professional manner, offer solutions, and be ready to roll up their sleeves and contribute hands-on.

- Enforces and explains corporate policies and procedures and drives/guides expected behavior from others.
- Identifies opportunities to bring others together to share information; ensures people are supporting each other appropriately; encourages exchange of ideas.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Builds and nurtures rapport with the highest levels in client organizations and leverages these relationships effectively for the organization's advantage.
- Builds a shared understanding of goals and targets necessary for successful achievement of strategy in own area.
- Makes regular contact with clients (internal and external) to keep them informed and to learn of any new issues or challenges that can impact expected outcomes.
- Demonstrates ability to interact with clients and staff in a collaborative manner.
- Strong interest in education.
- Demonstrates ability to work independently.
- Record of strong follow through and responsiveness.
- Excellent interpersonal skills and ability to manage relationships.