

## SENIOR ACCOUNTANT

### **POSITION OBJECTIVE/SUMMARY:**

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The Senior Accountant is responsible for the day-to-day operations of the Accounting Department which includes: maintaining/reconciliation of general ledger accounts, accounts payable, accounts receivable, accounting database computer system, financial statements, routine audits, and other related accounting functions.

### **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

- Graduate from an accredited college with a Bachelor's degree in Finance, Business Administration, or Accounting;
- At least five (3) years finance/accounting non-profit organizational management experience in budget development and analysis, fiscal forecasting, cost accounting, reimbursement, funding programs, and/or fiscal systems preferred;
- Must be proficient in MS Word/Excel and an Accounting database system.
- Must be organized, detail oriented and the ability handle confidential information and interface effectively with all levels of management.
- Posses excellent written, verbal communications and interpersonal skills.
- Must have the ability to problem solve, meet deadlines and follow through on work assignments through completion, in a fast-fast paced work environment.