



JOB DESCRIPTION: SENIOR ACCOUNTANT

<i>Classification</i>	:	<i>Paygrade 8</i>
<i>FLSA Status</i>	:	<i>Exempt</i>
<i>Salary Range</i>	:	
<i>Program</i>	:	<i>Administration</i>
<i>Location</i>	:	<i>200 Roessler Road</i>
<i>Reports to</i>	:	<i>Controller</i>
<i>Supervises</i>	:	<i>N/A</i>

The Senior Accountant under general supervision performs relatively complex accounting duties including analysis of general ledger, accounting records, preparation of accounting schedules, reports and financial statements: prepares journal entries, and reconciles ledger accounts; ensures compliance with generally accepted accounting principles and organizational policies, procedures and contracts.

RESPONSIBILITIES AND TASKS

Accounting

- Manage accounting operations ensuring compliance with GAAP, DPW regulations and internal policies
- Prepare and post recurring and one-time journal entries
- Complete monthly analysis and account reconciliations
- Maintain agency fixed asset and depreciation ledger
- Maintain and update loan amortization tables
- Prepare variance analysis for balance sheet and income statement

Cash Management

- Monitor cash flow and ensure sufficient resources for operating expenses
- Prepares monthly bank reconciliations on all agency accounts

Budget Management

- Manage coordination and preparation of annual operating budgets & forecasts
- Assist with preparation of grant, contract and fundraising budgets

Receivables Management

- Prepare and enter journal entries to record receivable activities for all ODP, county base, and private pay billings in general ledger system
- Complete monthly analysis and reconciliation of accounts receivables and select accounts/sub-ledgers
- Prepare schedules and reports as requested by agency auditors, county fiscal monitoring staff and/or other regulatory bodies related to billing and receivables
- Develop, maintain and manage accurate accounts receivable sub-ledgers in the accounting systems
- Reconcile HCSIS utilized services to billing system and general ledger and address variances
- Monitor and reconcile intra-agency receivables (i.e. start up funds, room & board, cable, etc.) and work with program management to establish payment plans for clients when necessary

Other

- Prepare account schedules and other information required for annual audit and biannual fiscal monitoring engagements; liaison with external accounting firm and other monitoring bodies
- Responsible for carrying out other duties and responsibilities as assigned.

QUALIFICATIONS

- Bachelor's degree in accounting and a minimum of five years of accounting experience
- Experience with Blackbaud Financial Edge and Questica a plus
- Strong knowledge of accounting principles and GAAP required
- Analytical with strong mathematical and critical thinking skills
- Strong computer proficiency (Excel)
- Good communication skills, both oral and written
- Good organizational skills
- Strong multi-tasking skills
- Strong team player
- Nonprofit experience is preferred

Employment with Mainstay Life Services is an “at will” relationship. “At will” means that employment is of no specific length. It also means that employees and Mainstay Life Services both retain the discretionary right to terminate employment at any time if either is dissatisfied for any reason.

I have reviewed the information contained in this job description and agree to accept the specific duties and responsibilities that may be assigned by my supervisor.

Employee

Date

Witness

Date