



Senior Accountant

Department: Finance

Reports to: CFO

Hours: Full-time, exempt position

Organization: We are a leading non-profit organization seeking a Senior Accountant. The organization boasts a team-oriented culture and provides its employees with the tools and training necessary to perform.

General Statement of Duties:

As Senior Accountant, you will be responsible for assisting in all aspects of the accounting department including general ledger, financial reporting, monthly closing, reconciliations, accounts payable and receivable, claims posting, regulatory filings, etc. This includes but is not limited; to the following responsibilities: monthly review of financial statements, monthly revenue draw from the government system, quarterly and annual reports, annual budgets, regular meetings with programs to review the actual to budget analysis, etc.

Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

JOB RESPONSIBILITIES

Month/Quarter/Year End Close & Financial Reporting

- General responsibilities for assisting in producing timely, accurate, and Generally Accepted Accounting Principles (GAAP) compliant financial results for all fiscal periods.
- Ensure completion of required reports/schedules, both internal and regulatory.

- Complete reconciliations and provide audit support.

Budgeting/Forecast and Variance Analyses Support

- Assist with various areas of budget and forecast development, including balance sheet, cash flows, and other areas.
- Support variance analyses of actual versus budget/forecast/prior year.
- Present information to committees and/or board of directors

Internal Controls/Policies & Procedures

- Provide support on all areas of accounting including lease accounting, food service, Accounts Payable, Accounts Receivable, claims posting, claims investigation, maintain internal controls, etc.

Other (Systems support, special projects, issues resolution)

- Provide assistance or manage a variety of ad hoc initiatives, including but not limited to financial systems improvements, budgeting, and reporting on grant initiatives, coordinating collections, process enhancements, accounting structures for new program models and relationships, reconciliations, etc.

Requirements:

- Business degree in Accounting, CPA preferred
- 5+ years' experience in accounting
- Experience in nonprofit organization preferred
- Supervisory experience preferred
- County, State and Federal reporting
- Experience in P&L and Balance Sheet accounting
- Experience in budgeting/forecasting/variance analysis
- Responsible for assisting in closing of monthly financial records
- Assist in completing monthly, quarterly, and annual reporting packages
- Prepare rolling forecast and assist in preparation of annual budget
- Board communication and reporting

SPECIFIC SKILLS REQUIRED

- Proficiency in Windows applications (Word, Excel, PowerPoint, Access), with demonstrated expertise in complex Excel-based financial modeling
- Willingness to learn and assist in all functions in the accounting department
- Strong analytical abilities and results orientation
- Strong systems experience
- Proficient in active communication and solid interpersonal skills
- Ability to work well under pressure in a fast-paced environment
- Strong organizational skills, project/task management experience and cross-functional coordination skills
- Strong business partnering

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be “Faithful Listeners” and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that “God is Found in Everyday Activities” we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe “Loving Relationships” means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer