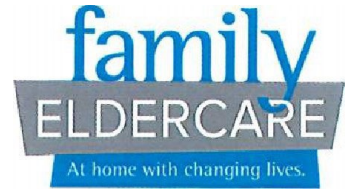


FAMILY ELDERCARE

Senior Accountant

Job Description



Job title: Senior Accountant	Reports to: Accounting Manager or higher
Program: Finance & Accounting	Work Location: Rutherford Office / Remote
Position Status - Full-time FLSA Classification - Exempt	Pay range: \$57,489- \$73,293

The Senior Accountant leads the accounting operations team. This position is responsible for accounting functions consistent with GAAP, OMB Circulars A-122 & A-110, and any other accounting related rules and regulations.

Essential Duties and Responsibilities:

- Develop and maintain the annual Budget for the Agency and the Programs
- Develop Finance and Accounting policies, processes, and procedures (PPP) as assigned
- Work with the Program Directors/VPs during the annual Budgeting process and on an as-needed basis
- Prepare and review daily and month-end Journal entries
- Conduct month-end allocations across the Programs
- Maintain and manage the agency's depreciation schedule
- Prepare monthly financial reports for the CFO
- Execute transactions within the Agency's financial and accounting system, payroll system, and credit card system, as the case may be
- Perform special projects as assigned

Education and/or Work Experience:

- Bachelor's degree from a four-year college or university with emphasis in accounting or equivalent relevant experience
- Maintain a CPA license
- Preferred 3+ years' experience in nonprofit and grant finance and fund accounting roles
- Preferred current experience using MS Office products; advanced knowledge of accounting and reporting software; MIP Fund Accounting and Paycom (or similar ERP/HRIS/payroll system)

Working Conditions/Physical Requirements:

- Ability to work in an office setting with significant amount of time spent on computer
- Ability to drive to external locations for company business as needed
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to lift and carry up to 20 lbs.

Competencies:

- Commitment to Family Eldercare's mission, vision, values, and programs with ability to convey that information
- Working knowledge of applicable local, state, and federal payroll and accounting regulations
- Represent agency in a professional and favorable manner
- Strategic, creative, and critical thinker
- Impactful in a changing environment with limited structure
- High initiative with ability to hit the ground sprinting
- Ability to consistently meet deadlines in a face-paced, changing environment
- Respect for diversity; effective response to professional supervision
- Ability to make constructive use of supervision

