



# CALIFORNIA HUMAN DEVELOPMENT

## CREATING OPPORTUNITIES TO END POVERTY

### California Human Development Job Description

**EMPLOYEE NAME:**

**JOB TITLE:** Senior Accountant

**DEPARTMENT/DIVISION:** Fiscal

**REPORTS TO:** Chief Financial Officer

**FLSA STATUS:** Exempt

**LOCATION:** Santa Rosa

**REVISED DATE:** 08/04/2020

**Summary Description:** Working under only general supervision from the Chief Financial Officer, the Senior Accountant performs relatively complex accounting duties including maintenance and analysis of accounting records, preparation of accounting schedules, reports and financial statements, prepares journal entries and reconciles ledger accounts; and ensures compliance with generally accepted accounting principles and organization's policies, procedures and contracts. May prepare or review federal, state and local tax returns. Does not supervise, but may advise less experienced accounting staff.

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the CFO, the Senior Accountant will:

- Monitor the income and expenditures of the programs assigned, in order to maintain the monthly accounting needs of each program. This includes preparing invoices, cost reports, journal entries, financial statements and maintaining complex worksheets.
- Maintain corporate balance sheet reconciliation requirements, as assigned, such as reconciling corporate bank accounts, prepaid items, loan liabilities, or other similar corporate balance sheet items.
- Work with managers to prepare budgets. Provide technical training to less experienced program staff in the development of budgets, budget review and maintenance and income forecasting.
- Ensure audit readiness of ledgers and files of assigned programs or outside entities; including preparing audit worksheets and documentation for presentation to an audit firm and/or program review team.
- Prepare reports and financial statements for month end and year-end reporting packages for assigned programs. This may include presenting financial statements at the Board Meetings of the assigned entities
- Act as the fiscal liaison with the outside auditors or government agencies of assigned programs.
- Prepare or review various tax returns for CHD or managed entities

- Participate in accounting projects, such as software conversion and program onboarding as assigned.
- Ensure the financial records complies with generally accepted accounting principles and the organization's policies and procedures and contracts.
- When needed, advise less experienced accounting staff on fiscal processes and procedures.
- Able to deal with reporting deadlines.
- Maintains confidentiality.
- Complete 15 Continuing Professional Education (CPE) units or equivalent each fiscal year.
- Other duties as assigned.

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Required Skills and Abilities**

- Thorough knowledge of financial policy and practices and state and federal laws.
- Advanced or expert knowledge in Microsoft Office, Accufund Accounting Software, RealPage Accounting Software, Adobe, and converter software (such as from excel, word, pdf, and viceversa)
- Advanced understanding of GAAP and OMB Uniform Guidance.
- Ability to accurately analyze financial and statistical data and to calculate figures and amounts.
- Individual must be proactive, results oriented and possess the highest ethical standards.
- Strong interpersonal skills and ability to communicate with varied levels of company personnel.
- Willingness to work outside normal responsibilities to achieve desired results.
- Ability to handle multiple projects in a fast-paced and complex environment with short deadlines.
- Ability to communicate complex matters clearly and concisely in both verbal and written formats.
- Confident in conclusions from analysis; ability to persuade others.
- Strong attention to detail.
- Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Ability to recognize and manage personal bias.
- Capable of balancing responsibilities, exhibiting objectivity, give constructive feedback, contribute to a positive environment, able to build morale and support efforts when working in a team environment.

### **Education and/or Experience**

- Bachelor's degree in Accounting, Finance, or Economics and two to four years of related experience or equivalent combination of education/experience.

**Certificates, Licenses, Registrations**

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

**Physical Requirements**

Regularly: Sit, manual dexterity for typing or to handle items, talk, hear

Occasionally: Lift up to 10 lbs., stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl

Rarely: Lift up to 25 lbs.,

Vision: Close vision (clear vision at 20 inches or less); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus);

**Work Environment**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_