

SUNNY HILLS SERVICES Job Description

TO APPLY: jobs@sunnyhillsservices.org

Position Title: Senior Accountant
Reports To: Director of Financial Services
Works With: Financial Services staff, agency staff and managers, outside agencies
Status: Full Time, salaried, exempt status.
Location: San Anselmo, CA

Agency Philosophy:

At Sunny Hills Services, we seek to improve the welfare of children and youth by helping to provide the resources, support and skills they need to develop along a healthy, age-appropriate pathway. All of our services are rooted in these core principles: 1) a strength-based approach which believes in the value and worth of each client as an individual, 2) acknowledging the importance of family relationships and encouraging positive and on-going engagement with families, peers and communities, 3) engaging children and youth in a developmentally appropriate manner that promotes resilience, self-efficacy and positive self-concept, 4) recognizing that clients' needs are best met through holistic and individualized service delivery.

Job Summary: Under the supervision of the Director of Financial Services, the Senior Accountant is responsible for monthly entries and reconciliations, allocation of costs, monthly accounting close, producing and distributing monthly program and agency financial/ budget variance reports, maintaining internal controls and procedures, as well as assisting with annual financial audit, annual budget preparation, and serving as backup as needed for other Financial Services functions.

Essential Duties and Responsibilities:

- Analyze and prepare monthly journal entries for recurring expenses, accruals and deferrals, investment activity, allocated expenses, and/or other adjusting entries.
- Reconcile general ledger accounts on a monthly basis including fixed assets, prepaid expenses, accounts receivable, accounts payable, payroll liabilities, and restricted funds.
- Maintain documented accounting procedures and internal controls.
- Assist with annual financial audit, including ongoing maintenance of subsidiary general ledger schedules and compilation of supporting documentation.
- Assist with annual budget preparation, and ongoing forecasting. Produce program budgets as needed for contracts or grants.
- Produce monthly budget variance reports for distribution to program managers and directors.
- Serve as back up for other Financial Services functions such as accounts payable, accounts receivable, or payroll

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and expectations required of the position.

COMPETENCIES

Agency-Wide Core Competencies

Code of Conduct

Understands and adheres to the Agency's Code of Conduct, demonstrates a high level of integrity in all internal and external activities and complies with the Employee Handbook and all other Agency policies, practices and procedures.

Communication

- Good written and verbal communication skills.

Judgment

Able to make decisions in a timely fashion that are sound, accurate and supported by the reasoning and inclusion of appropriate people. Includes the ability to recognize, address and propose solutions to problems that arise.

Position Specific Competencies

Job Knowledge

- Advanced proficiency working in Microsoft Excel and other databases, with the ability to accurately summarize and extract data from a variety of sources using complex functions and calculations.
- Strong familiarity with GAAP (Generally Accepted Accounting Principles)

Work Quality

- A detail orientated and organized individual with an inclination/aptitude for numbers.

Cooperation

- Ability to work well as part of a team or independently with minimal supervision.

Composure

- Must be able to work comfortably and effectively with a diverse group of staff members and the general public, on the phone, via e-mail and in person.

Qualifications:

- College level accounting course work required, degree in accounting preferred.
- Three to five years' experience working with the full range of general ledger accounts and functions required, previous experience within a non-profit preferred.
- Previous experience using and maintaining a computerized accounting system required, experience with Sage MIP software preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time.
- Walking, twisting and bending for brief periods of time.
- Occasional reaching and/or grasping using hands and/or arms.
- Regular use of hands requiring dexterity in using the telephone, computer keyboard, mouse or calculator.
- Regularly required to talk and hear in person or by telephone.
- Visual ability to read documents and computer monitor.
- May be required to lift up to 10 pounds.
- May be required to ascend/descend stairs.
- Ability to drive

Sunny Hills Services is an Equal Opportunity employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin, Vietnam era or other veteran status.