



POSITION DESCRIPTION

Job Title: Senior Accountant

Department: Finance

Supervisor: Comptroller

FLSA Status: Exempt

Position Summary

The Senior Accountant is responsible for assisting in the finance and accounting activities of the organization. This is a full-time, 40 hour per week, position and is eligible for benefits, including health insurance, vacation, sick leave, retirement matching, and others as outlined in the Staff Handbook. This position is eligible for a blended combination of on-site work and telework.

Essential Duties and Responsibilities

Accounts Receivable and Cash Receipts

- Process deposits from Naturalist Shop
- Scan weekly check deposits into bank account
- Complete monthly journal entries related to shop reports
- File Sales Tax
- Import data into Financial Edge; review and post deposits
- Reconcile Accounts Receivable account to General Ledger each month
- Download and process program registration payment information from Active Network
- Maintain Deferred Revenue schedules.
- Process and mail invoices for advertising and other billable items as instructed
- Process weekly deposits, including preparation of rental sheets or scanning documentation for other departments
- Reconcile deposit records from Financial Edge with bank statements

Administration of Benefits

- Enroll, change and terminate employees with benefit vendors
- Work with insurance broker for open enrollment and supply staff with insurance information
- Handle employment verification
- Prepare the yearly Workers Comp Audit
- Assist employees with workers comp claims; act as liaison with insurance company
- Work with Payroll Processor to complete governmental payroll census surveys or forms
- Work with Comptroller to research new benefit providers or new benefits as needed
- Track legal changes related to required benefits & benefit administration
- Provide notices, forms, and instructions to the staff as well as answer benefit questions

Annual Tasks

- Work with other members of Finance department on Audit preparation
- Work with other members of Finance department to appropriately store records from previous fiscal years and mark for shredding any which are slated for disposal

Other Tasks

- Assist Comptroller and Executive Director with other tasks as requested or assigned
- Work with other Finance staff to ensure cash deposits make it to the bank in a timely fashion
- Work with other Finance staff to complete special projects
- Maintain and Reconcile monthly schedules
- Cross-train on other tasks in Finance Department to ensure smooth continuance of operations when other staff are out on leave
- Work with Comptroller on implementing Strategic Plan goals and objectives for Finance

Qualifications/Requirements

- Bachelor's degree (or higher) in accounting preferred
- 5 or more years' experience as a bookkeeper or accountant
- Experience with managing benefits and associated human resource tasks
- Familiarity with (or a willingness to learn) accounting and reporting requirements specific to nonprofit entities
- Knowledge of GAAP, particularly in relation to nonprofit accounting
- Proficiency in Microsoft Office, particularly Excel and Word
- Experience with financial software programs; Financial Edge experience a plus
- Ability to meet time sensitive deadlines and to work under pressure
- Willingness to pitch in on all finance department tasks as needed
- Ability to work closely with other finance staff and general staff as a whole
- Ability to work extra hours which may be required at month end, year-end, and at other times throughout the year
- Ability to work independently
- Honesty and Integrity
- Ability to communicate effectively in person and over the telephone
- Ability to maintain attention to detail despite interruptions
- In accordance with board policy, will be required to pass a background check and a credit check

Physical Requirements

- Ability to climb stairs to access offices
- Ability to work on a computer and to complete general office tasks
- Strength to lift and carry files weighing up to 10 pounds
- Vision to read printed materials and a computer screen

How to Apply

Interested candidates should send a cover letter and resume by April 16 to ansfinanceposition@gmail.com.