

POSITION TITLE: Senior Accountant – Finance Operations

QUALIFICATIONS: Bachelor's degree in accounting, finance or business administration and a minimum of three years of experience in accounting operations and at least one year of which is in general accounting and reporting; or an equivalent combination of training and experience. Working knowledge of accounting principles, methods and general administrative practices. Must have experience in analyzing, interpreting and preparing fiscal and accounting records. Experience with reporting and timely payment of voluntary deductions, federal and state taxes, 403B/457B withholdings, and W2s preferred. Experience with reconciling general ledger accounts for payroll withholdings preferred. Must have excellent oral and written communications, customer service, public relations and organizational skills required. Must have the ability to work independently with minimum supervision and efficiently under pressure. Must be able to effectively manage multiple deadline actions is essential. Must have the ability to maintain confidential records and information. Must have considerable knowledge and experience with ten key calculator and windows based personal computers, Microsoft Excel and Word software applications. Some experience with AS400 access, Internet, Intranet, and E-Mail applications.

PERFORMANCE EXPECTATIONS: Performs accounting functions in the area of accounts payable and payroll. Prepares, analyzes and reconciles various accounting reports such as payroll, bank accounts, accounts payable and receivable, fixed assets. Prepares balance sheet reconciliations. Prepares, correcting journal voucher entries as needed. Maintains workers compensation records. Maintains and file federal, state, and local reports as necessary. Prepares and distributes employee W-2s. Assists with the month-end, year-end closing and audit process. Prepares work papers and other analyses to support year-end closing and audit process. Assists with the preparation of the Comprehensive Annual Financial Report (CAFR), Annual School Report (ASR), and various other financial reports. Maintains comprehensive policy and procedures manual for assigned tasks. Contributes to finance team effort by performing other duties, tasks and participates in special projects as assigned.

GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK: Performs skilled clerical work in an office environment. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Accounting Manager

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 121

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt