

# Senior Accountant

**REPORTS TO:** Chief Financial Officer

**STATUS:** Full-Time

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Columbia, South Carolina

## Position Summary

The Senior Accountant is a full-time position at Children's Trust of South Carolina. This position will manage the financial activities of Children's Trust of South Carolina including accounts receivable, accounts payable, procurement, and accounting records maintenance and updates. S/he will communicate with and attend all board and finance committee meetings and serve as back-up to the CFO in those meetings. The senior accountant is responsible for developing and implementing procedures to ensure the successful management of all financial activities.

The senior accountant will ensure that financial operations follow all relevant internal and external accounting practices, S/he is a reliable professional that makes informed decisions and communicates effectively.

## Duties and Responsibilities

Manages accounts receivable and accounts payable to include assisting the staff accountant in completing transactional-level tasks.

Manages the 1099 process for vendors.

Ensure assigned contract invoicing is complete and approve allowable expenses with the program lead. Provide guidance to staff on allowability of expenses. Ensure salary allocations are updated and accurate in collaboration with the supervisor and director of HR & payroll; facilitate and coordinate quarterly salary allocation review with the finance team.

Prepare and post journal entries by compiling and analyzing account information.

Assist the chief financial officer in preparation and analyzing financial statements; to include the balance sheet, income statement, and cash flow statement, and assist in reporting on variances.

Reconcile and balance general ledger accounts and complete end of month close procedures.

Manage audit preparation, annual budget preparation and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.

Prepare and review budget reports with appropriate staff.

Manage cash flow; maintain a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs; be a key contact in banking relationships and assist in developing appropriate strategies to enhance cash positions; investigate cost-effective benefit plans and other fringe benefits which the organization may offer staff.

Recommend and write procedures and policies to ensure continuous quality improvement of all financial processes.

Participate in the hiring and selection process of finance staff and program team members when asked by the chief financial officer, and/or other Children's Trust leaders.

Provide support to finance and HR staff, including backup for payroll processing, benefits, and grants management.

Train staff on financial policies and procedures.

Protect organization's value by keeping information confidential.

Maintain efficient electronic and paper filing systems for financial records.

Ensure proper research and cost comparisons for vendors to maintain cost effectiveness and quality, including technology and computer support.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

## Qualifications

Have a bachelor's degree in accounting or business administration, or equivalent business experience, with at least five years of professional accounting experience, as well as knowledge of generally accepted accounting principles; have knowledge of accounting practices and grants management procedures. Certified Public Accountant preferred.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Follow through with all projects and assignments, follow timelines and meet scheduled deadlines.

Work well in team environment across multiple agencies and funding partners, be assertive and persuasive as necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties.

Drive and travel throughout South Carolina as needed.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, Financial Edge NXT, Raiser's Edge NXT and Zoom.

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Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describe the general purpose and responsibilities for this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

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