



Position description

Senior Staff Accountant

Position: Senior Staff Accountant
Department: Financial & Administrative Services
Last revised: July 2021

Reports to: Accounting Manager
Program: Financial & Administrative Services
Position type: Exempt

Position purpose

The purpose of this position is to prepare, examine, and analyze accounting records, financial statements, and other financial reports for all the financial aspects of the organization and any other contracted financial service obligation. The job incumbent works closely with the Chief Financial Officer and the Accounting Manager to act in a lead capacity, as assigned, to plan and delegate work to other financial or clerical personnel, review work, and serve as a technical resource on complex accounting subjects.

Essential duties and responsibilities

- Serve in a lead capacity within the accounting department, providing work direction, guidance, and assistance
- Document workflow, procedures, checklists, and policies for assigned tasks
- Develop operational procedures and documentation of process flows
- Conduct monthly reconciliation of balance sheet and general ledger accounts for AWC and related entities
- Prepare and analyze monthly, quarterly, and annual financial and statistical statements for the organization and any other contracted service obligations of the organization. Prepare narrative reports to explain variances
- Prepare federal and special tax returns and review payroll tax reports
- Review journal entries submitted for approval by Staff Accountant
- Prepare monthly, quarterly, and yearly accruals as needed
- Review and approve invoices
- Prepare quarterly reconciliation of payments and receipts of related entities
- Prepare revenue projections and forecasting expenditures
- Analyze contract/grant requirements, audits, reports, and request contract/grant reimbursements to ensure compliance with contract/grant agreements, applicable federal, state, and other related regulations and statutes
- Assist with the preparation and monitoring of budgets
- Assist with annual audit process. Investigate and resolve audit findings, account discrepancies, and issues of non-compliance
- Facilitate and participate in all necessary assistance to internal and external customers on a variety of program and service deliverables provided by the organization
- Assist on system implementation and enhancement projects
- Assist with benefits administration and documentation, and ensure paperwork is up to date
- Monitor accounting for AWC physical assets
- Ensure compliance with local, state and federal requirements
- Serve as primary back up for the Staff Accountants
- Assist the Accounting Manager as needed
- Complete other duties as assigned or self-initiated with supervisor approval

Knowledge, skills, and abilities

- Extensive knowledge of accounting principles and generally accepted accounting principles and practices; will be working with GAAP, FASB and GASB
- Proficient in Microsoft Office Professional, accounting and payroll software, and have the ability to learn and use a wide variety of proprietary software
- Ability to work in a team environment; other duties may be assigned not specifically defined to fulfill a current operational need
- Possess excellent communication skills with the ability to communicate effectively both orally and in writing with a wide variety of people both in and outside of the organization
- Knowledge of arithmetic, statistics, and their applications
- Ability to pay extremely close attention to detail and to monitor one's own work for errors
- Ability to meet deadlines and provide timely financial statements
- Ability to be flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes
- Ability to plan, organize and prioritize multiple diverse work tasks for self and the overall financial services operations.
- Ability to make effective decisions and to act independently in managing and coordinating assigned duties
- Possess good time management skills and have the ability to be self-driven by meeting deadlines and completing assigned tasks in the time assigned by the supervisor
- Ability to model the organizations' high standards of quality customer service to all internal and external customers
- Demonstrated punctual and reliable attendance
- Maintain a professional appearance and conduct appropriate to an office setting

Working conditions

The work is primarily performed in an office setting, with some telework allowed in the state of Washington. The work involves sitting for extended periods of time and working with a computer, including repetitive motions of the fingers, wrists, and hands. The work involves standing for long periods, stooping, and lifting and carrying objects weighing up to 30 lbs. The job incumbent may be expected to attend various events to carry out various responsibilities as assigned and therefore may be away from home, possibly overnight, several nights a year, but in most cases overnight stays will not exceed 5 nights a year.

Employment requirements

- Bachelor's degree in accounting, finance, or related field; master's preferred
- 3+ years of accounting experience preferably including training or experience in governmental and/or VEBA accounting
- CPA certification
- Must pass a background check and have a clear credit report to obtain appropriate bonding