

## Position Description: Senior Accountant

<b>Position:</b> Senior Accountant	<b>Department:</b> 915/Finance
<b>Reports to:</b> Controller	<b>FLSA Status:</b> Exempt
<b>Revised:</b> November 2024	<b>Classification:</b> Regular Full-Time

### Position Summary

The Senior Accountant performs essential accounting and financial service functions for the organization. These functions include preparing general ledger entries, developing reports, performing cash management duties, supporting accounts payable processes, assisting with monthly budgeting and financial forecasting, supporting annual audit process and performing payroll processes, as well as improving procedures, analyzing and interpreting data, and working with staff across departments.

### Responsibilities

- Prepares general ledger entries by maintaining records and files; reconciles accounts.
- Participates in the month-end close process, preparing related reports and schedules.
- Analyzes information and options by developing spreadsheet reports.
- Performs cash management duties, including preparing weekly bank deposits, and other duties as directed.
- Supports the Accounts Payable areas by inputting data into the A/P system, verifying invoices and preparing invoices for payment
- Assists with the development and maintenance of a rolling, 12-month financial forecasting model.
- Assist with the development and implementation of accounting procedures by analyzing current procedures; recommends changes.
- Assists with the monthly budgetary process which includes reporting and variance analysis.
- Prepares and maintains documentation for the production of standard reporting processes and procedures, and collaborates to develop and improve formal documentation process.
- Assist with report enhancements and modifications, coordinating with other team members as needed.
- Answers accounting and financial questions by researching and interpreting data.
- Supports annual audit process, interacts with auditors to provide timely responses to audit requests
- Performs various payroll entries which includes verifying hours worked, entering hours into system, and submitting payroll.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal/professional networks and/or participating in professional organizations.
- Works on special projects as requested and all other duties assigned.

## **Knowledge, Skills and Abilities**

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Strong understanding of and ability to perform generally accepted accounting principles, concepts and practices.
- Ability to research, compile and review financial data and provide analysis and recommendations of trends, budget variations, and other related financial issues.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office (Excel, Word, PowerPoint) and customized databases.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Self-directed and motivated, able to manage multiple and complex assignments and meet deadlines both independently and as part of a team.
- Strong written and verbal communication skills
- Possesses strong interpersonal skills as demonstrated by courteous, cooperative, and professional interaction with diverse groups of co-workers, external business partners, vendors, funders and financial institutions.

## **Experience, Education and Licensure**

**Minimum Experience:** 5+ years of demonstrated experience; demonstrated basic knowledge and proficiency in using Microsoft Office (Excel, Word, PowerPoint), experience with Sage Intacct preferred, and ability to use various other systems as needed; integrity and ethics beyond reproach and a passion for The Food Trust's mission, vision and values.

**Minimum Education:** Bachelor's degree in finance/accounting

## **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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Operate related office equipment and use necessary tools.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **Work Environment**

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

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
3. Position may require occasional trips to attend conferences, seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

## **How to Apply**

Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Senior Accountant" in the subject line.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*