

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Senior Accountant**

Supervisor: Chief Financial Officer

Classification: Exempt

Proposed Approval Date: January 2013

Date of Last Update: December 2020

SUMMARY:

The Senior Accountant is responsible for the successful daily management of the corporation's finances and to assist the Chief Financial Officer, Management, and consultants in the financial operations of the corporation. Other responsibilities include assisting with the management of financial systems and controls, general ledger, timely production of financial statements and other financial activities. The position will work closely with corporation staff, contractors, and funders to ensure the financial health of the corporation is maintained.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- Bachelor's degree in Accounting, Financial or Business Administration is required.
- Minimum of 2 years of industry or public accounting experience preferred. Experience in a corporate or not-for-profit environment with management responsibility preferred.
- Demonstrated experience in the oversight of financial systems required.
- Extensive organizational skills.
- Good verbal and written skills.
- Ability to handle and manage multiple tasks.
- Ability to work independently.
- Computer Experience: Financial management software, Microsoft Office (Word, Excel, Access, Power Point).
- Strong math skills.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Accounting Software Management: Enters data, establishes codes, develops and provides reports, and ensures that the software is fully utilized.

Database Management: Works with the CFO to develop and strengthen financial database systems within the corporate accounting system. Ensures that the database information is

accurate and useful to the reporting requirements of the corporation and strengthen the database system to meet the growing needs of the corporation.

Payroll and Benefits Management: Monitors the operations of the payroll system for the corporation and provides backup support for processing payroll, payroll taxes and payroll reports as required for the organization. Ensures that payroll conforms to all State and Federal regulations. Integrates the payroll system with all budgeting, auditing activities and with all benefits providers.

Accounting Systems: Develops, improves and manages all accounting system functions within the corporation, subsidiaries and affiliates. Manages billing systems, accounts payable and receivables in accordance with GAAP and institutes controls to ensure proper procedure is followed consistently by all staff. Review regularly accounting procedures for changes and improvements.

Financial Reporting: Assist with the preparation of reports for management and the 990.

Grant Tracking: Monitors grant activity and reports usage and reconciles against expiration dates.

Accounts Receivable: Processes invoices for services including coding of invoices, monitoring of outstanding invoices, and applying appropriate follow up procedures to ensure timely payment.

Accounts Payable: Provides backup support including processing of vendor invoices, account coding of invoices, and data entry into accounting system for payment.

General Ledger: Ensures the reconciliation of general ledger accounts, journal entries, financial data for projects and grants, and preparation of financial reports. Prepares monthly financial reports for Board of Directors.

Project Budgeting & Accounting: Monitor and report loan fund balances for all products offered or used by the organization or its partners to ensure sufficient fund levels are maintained. Manage changes to the fund or prepare requests for additional funding draws as needed.

Inventory Management: Manage inventory lists, depreciation schedules & year-end close-outs for the organization and all subsidiary and affiliated entities.

Audit Preparation: Assists with the preparation of the annual audits including adjusting entries, recording accruals, reconciling general ledger accounts and preparing schedules for the auditors. Manages external data collection.

Record Keeping: Ensures that all financial records of the corporation are kept in an orderly and structured fashion in accordance with adopted policies.

Travel: Travel within the region and State of Minnesota on occasion and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date