

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Senior Accountant**

Supervisor: Chief Financial Officer

Classification: Exempt

Proposed Approval Date: January 2013

Date of Last Update: February 2024

SUMMARY:

The Senior Accountant helps ensure all elements of finance operations, general ledger accounting, and financial reporting meet the quality standards expected by the company's board, management, and external stakeholders. The senior accountant optimizes accounting systems and processes to maximize completeness, accuracy, and reliability while maintaining efficiency and effectiveness.

EXPERIENCE, COMPETENCIES, AND EDUCATION:

Required

- Bachelor's degree in accounting or a closely related field.
- At least three years' industry or public accounting experience.
- Deep understanding of generally accepted accounting principles (GAAP).
- Continuous improvement mindset and enthusiasm for change.
- Relentless focus on accuracy and reliability of financial information.
- Solid communicator comfortable interacting with a variety of audiences.
- Comfortable working with multi-dimensional datasets using Excel or similar tools.

Preferred

- Industry accounting experience in not-for-profit or real estate.
- Experience managing or mentoring others.
- Good understanding of financial operations fundamentals including payroll, accounts payable, and accounts receivable.
- Good understanding of general ledger accounting system configuration.
- Well organized and able to manage competing priorities.
- Able to work independently.
- Intermediate expertise in Teams, SharePoint, Word, and PowerPoint.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Quality Assurance

- Review and approve accounts payable and accounts receivable transactions.
- Mentor team members to ensure department standards are consistently met.
- Ensure internal control activities are properly performed and maintained.
- Advise decision-makers regarding process improvements to improve quality, improve efficiency, or improve financial outcomes.

Month End Close

- Work with all stakeholders to ensure month end close timelines are met.
- Manage the list of close tasks; modify as needed based on the unique demands of key close periods including quarter ends and year end.
- Prepare complex journal entries.

Audit and Tax Support

- Develop and maintain excellent working relationships with our auditors, consolidation accountants, property accountants, tax accountants, and other members of our internal and external teams.
- Complete audit and tax related tasks accurately and timely.
- Review/reconcile trial balances, audit reports, and tax forms to ensure accuracy of both subsidiary and consolidated financial results as well as externally reported financial data.
- File the 990 tax form accurately and timely.
- Ensure timely filing of all payroll, vendor, and sales/use tax forms.

Reporting & Reconciliation

- Assist program staff with grant reporting/management tasks.
- Advise regarding accounting matters relevant to real estate development projects and complete accounting tasks as applicable.
- Prepare routine and ad hoc financial reports for internal and external audiences.
- Ensure all GL account activity is properly reconciled with outstanding items addressed timely.

Accounting System and Data Maintenance

- Maintain accurate, logical, well-organized master data including chart of accounts, vendor master, customer master, payroll master, account groups, etc.
- Advise team members on new features of the accounting system and methods to improve their use of the system.
- Optimize the organization of financial data and ensure documentation standards and record-keeping requirements are consistently met.

Finance Team Support

- Back up other team members' finance operations tasks.

- Assist with payroll tasks including system support, master data maintenance, back up coverage, and quality assurance review.
- Load the budget into the accounting system.

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.

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.

Physical Requirements: Must be able to remain in a stationary position 25% of the time, needs to be able to move about inside the office, constantly operates a computer and other office machinery, frequent communication with internal and external partners, may be required to occasionally lift up to 50 lbs.

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