



Job Description

Position Title: Senior Accountant

FLSA: Non-Exempt

Range: 22

(\$66,900 - \$92,220 annually on a 14-step scale, candidates typically start at first step)

Reports to: Fiscal Manager

Supervisory Responsibilities: None

SUMMARY:

This position provides senior level accounting work for a variety of complex accounting functions. Monthly review of grant billing preparation for multiple funding sources; review of full balance sheet reconciliations; and assistance with audit and budget preparation. Assist fiscal specialists with month-end and year-end closing. Serves as lead for other accounting staff, providing accounting and system guidance. Backup for Payroll processing, Accounts Payable, Accounts Receivable and Purchasing duties. Performs on-site fiscal monitoring at subcontractor locations throughout the five-county service area. Assists with process improvements and system changes. Other tasks as assigned.

Knowledge of accounting standards (GAAP and GASB), federal and state grant guidance, WA State BARS accounting, cost allocation practices, internal control protocols and agency policies & procedures. Utilizes integrated accounting software, complex spreadsheets and MS Office programs.

ESSENTIAL FUNCTIONS:

- Leads fiscal monitoring of subcontractors for compliance with federal and state grants. Reviews sub-recipient audits and relevant corrective action plans.
- Provides support to fiscal team in completing all accounting tasks.
- Responsible for reviewing fiscal staff transactions for accuracy and completeness and providing timely constructive feedback.
- Assists with month end close.
- Enters complex financial data into computerized accounting system.
- Assists in analyzing, testing, documenting, and the modification, development, and implementation of internal control policies and procedures to ensure the overall integrity, efficiency, and effectiveness of financial processes and systems.
- Understands written cost allocation plan and analyzes the application in the computerized accounting system to ensure accuracy and compliance with uniform grant guidelines.
- Provides technical support to staff on general use of software applications as requested.
- Participates in training and state fiscal meetings regarding federal and state compliance requirements, grant specific training related to allowable costs and other applicable financial accounting updates.
- Assists with the preparation of annual Report to the State Auditor's Office (SAO) and cognizant agency (ALSTA) monitoring. Prepares supporting audit documentation as requested by the SAO,

State and Federal guidelines including 200 CFR for Federal grants, State Auditor BARS guidance, GASB and Area Agency on Aging Policies and Procedures Manual Chapter 9.

- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of accounting and budgeting, preferably with non-profit and/or governmental entities.
- Knowledge of pertinent laws, rules, and regulations pertaining to public agency record keeping, payroll, payroll taxes and employee benefits, governmental accounting (GASB), generally accepted accounting principles (GAAP), and budgetary record keeping.
- Knowledge of federal grant requirements.
- Familiarity with cost allocation principles.
- Ability to perform complex data analysis within approved AAADSW policies, procedures, and practices.
- Ability to interpret and apply appropriate laws, policies, and procedures specific to the job functions.
- Ability to maintain an effective working relationship with co-workers, other members of government service, community agencies, appropriate community businesses, and the public using tact and sound judgment.
- Ability to work effectively in a manner that promotes collaborative problem solving and a cooperative environment.
- Ability to communicate effectively both orally and in writing. Ability to understand and follow oral and written instructions.
- Ability to work carefully with details to assist preparing accurate, clear, and concise financial reports.
- Ability to make sound decisions, understanding the effect on other staff activities.
- Ability to maintain confidentiality.
- Ability to learn in a changing environment (active learner). Ability to work effectively, both independently and as a member of a team.
- Ability to analyze situations accurately and adopt effective courses of action.
- Ability to prioritize work, meeting frequent deadlines. Ability to efficiently work under the frequent pressure of deadlines to complete accurate and timely projects, plans, and assignments.
- Knowledge and demonstrated use of computers and computer software programs.
- Knowledge of general office procedures and practices.

Minimum Qualifications:

- Bachelor's degree in accounting, finance, or related field required. Three years of accounting, financial analysis and/or full-charge bookkeeping in a governmental or nonprofit environment required. Two-year accounting degree and 7 years full charge accounting experience in a governmental or nonprofit environment may be considered. Experience in governmental or grant accounting and computerized fund accounting preferred. Experience in a human service setting desired.
- Five years' experience using and setting up complex computerized integrated accounting systems. MIP fund accounting experience preferred.

- An equivalent combination of education and experience that provides the skills, knowledge, and ability to perform the work may be considered.
- Valid driver's license, appropriate insurance and a car available for work-related travel.
- Ability to pass background checks.

Working Conditions and Physical Effort:

- Work is normally performed in a typical interior/office work environment.
- While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, and reach with hands or arms. The employee occasionally lifts or moves up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised Date: June 14, 2024

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.