

GREENE LAMP COMMUNITY ACTION

Job Description

TITLE: Senior Staff Accountant/Assistant Controller
PROGRAM: Administration
DEPARTMENT: Finance
REPORTS TO: Finance Director
STATUS: Full Time
BASIC FUNCTION: Maintains sound fiscal management of all accounts.

DUTIES AND RESPONSIBILITIES:

1. Prepare consolidated financial statements – internal and external, by gathering and analyzing information from departments and the general ledger system
2. Analyze options and information by verifying information and developing spreadsheet reports
3. Prepare ledger entries by maintaining files and records, and reconciling accounts
4. Prepare payments by reconciling accounts, accruing expenses; and requesting disbursements
5. Answer financial and accounting questions by researching into and interpreting data
6. Provide accounting support by converting data to general ledger system, obtaining supplementary information for preparing financial statements and reviewing financial information
7. Knowledge and supervision of payroll processing and accounts payable processing
8. Protect organization's integrity by keeping firm and client information confidential
9. Update job knowledge; maintain personal networks; read professional publications; and participate in educational opportunities

Other Agency Requirements

1. Establishes and maintains an open and cooperative working relationship with the community, employers, administrators, CSBG, HS/EHS, WIOA and FGP partners, supervisors and co-workers.
2. Understands and follows lines of authority.
3. Understand and obeys Agency Personnel Policies and Procedures.

4. Establishes and maintains a public image that will reflect positively on individuals, the project, and the Agency.
5. Provides continuous follow-up

WORKS CLOSELY

WITH: Finance Director
Executive Director
Program Directors

QUALIFICATION

CRITERIA:

- Bachelor's degree in accounting or finance (preferably higher degree or qualification)
- 5-7 years accounting or finance experience
- 3-5 with an MBA or Masters in Accounting
- Knowledge of Non-Profit Accounting
- Proficiency in MS Office packages, including MS Word and Excel
- Strong ability to communicate in writing and speaking, as well as good organizational skills
- Detailed oriented with excellent ability to analyze data and circumstances
- Ability to perform multiple tasks simultaneously, work effectively in a team environment and meet deadline
- Good at working independently, thinking critically and proffering quality ideas to improving organization's processes
- Willingness to establish and maintain effective working relationships
- Experience working with Abila (MIP/SAGE) and QuickBooks

SALARY RANGE: Negotiable