



Senior Accountant

JOB SUMMARY

The Senior Accountant will embrace all four qualities of SHM's core values: hard-working, innovation, collaboration and commitment. The position will help to provide financial intelligence and insight for managers and staff and assist in the financial and operating compliance of SHM and will continue department's role to enhance financial awareness within organization.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Maintain daily cash balances, reconcile daily cash activities, and prepare monthly bank reconciliations.
- Prepare analysis of balance sheet accounts and selected income statement accounts on a monthly basis.
- Participate fully in the monthly close including financial statement preparation and budget and prior year variance analysis. This will also entail periodic maintenance of financial system.
- Report and analyze project results with comparison to budget as well as to the template model.
- Actively participate in the annual external audit including but not limited to completing account analysis, responding to auditor queries and leading the documentation process for financial transactions as identified by the auditors.
- Assist management and staff in understanding financial outcomes of operational activities as well as nature and purpose of project activity and fit to mission.
- Work with Director of Finance to prepare and submit Budget and subsequent revisions to CEO as well as the SHM Board, evaluate ongoing progress to budget and work with senior managers to develop and refine financial assumptions and incorporate in upcoming Budget.
- All other duties and responsibilities as requested by management.

QUALIFICATIONS

- Bachelor's degree in a financial field
- 5 years of experience in a professional accounting or finance role
- Experience with budgeting, forecasting, financial reporting, accounts receivable, accounts payable and other accounting functions including preparing journal entries and account analysis
- Experience with nonprofit organizations preferred
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions
- Able to work independently and to proactively address non-recurrent problems
- Willingness and ability to work in partnership with co-workers to fulfill the mission of the organization

- Proficient in MS Office; GP Dynamics, Personify 360 and QuickBooks experience a plus
- Detailed oriented
- Excellent written and verbal communications skills
- Highly trustworthy, discreet and ethical