

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

Job Title: Senior Accountant (with an emphasis on A/R)

Reports to: Controller

Education Requirement: Bachelor's degree in finance, accounting, economics, or a related field.

Experience Requirement: 3+ years of senior level accounting experience. Non-profit experience preferred.

Position is: Exempt, Full-time

Compensation: \$70,000 to \$75,000 annual salary based on experience, plus a competitive benefits package.

Job Summary: This role primarily oversees all grant management responsibilities within the accounting department, such as the billing, payment application, labor allocation, GL and cost center tracking, grant compliance and the overall workflow for billing. Working closely with the Controller, the Senior Accountant supports smooth financial operations by reviewing and executing other daily tasks with careful attention to detail and accuracy and also helps drive the month-end close. This role will utilize strong accounting knowledge, time management skills, and effective problem solving to ensure success.

Essential Job Duties and Responsibilities:

- Manage monthly and quarterly grant billing packets and timely recording of various revenue sources in Financial Edge.
- Collaborate with the Data Team for grant reconciliations.
- Help drive the month-end close process and ensure accounting duties are accurately and promptly completed.
- Create ad hoc reports and analyses as required.
- Assist leadership with audits, tax reporting, 1099's, and tax returns.
- Assist with the review of weekly check runs.
- Support the monthly cycle workflow.
- Work with and mentor junior team members.
- Assist with AP as needed, which may include bank reconciliation and CC reconciliation.
- Other tasks as needed and assigned by the Controller and/or the CFO.
- Attend staff meetings and other meetings as needed.
- Duties may change based on the needs of the organization.

Job Qualifications:

- High level of accuracy with a strong attention to detail.
- Working knowledge of Excel and other Microsoft Office programs. Pivot table experience a big plus.
- Experience with Financial Edge accounting system a plus.
- Effective problem-solving skills and time management skills.
- Ability to work independently with minimal daily direction from supervisor.
- Ability to work well in a team-oriented environment.
- Excellent communication and interpersonal skills.
- Prompt and regular attendance.
- Maintain valid California Driver License and Proof of state-mandated Auto Insurance.

Compensation & Benefits:

- Range: \$70,000 to \$75,000 annual salary based on experience
- Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please submit resume to Marissa Hall, Director of Operations, at mhall@families-forward.org. No phone calls please.