



Senior Accountant - Grants & Projects

Reports To:	Controller
Department:	Accounting Operations
FLSA Classification:	Exempt, On-site
Salary:	\$80-\$90k
Date Updated:	2/14/24

Job Description

Summary/Objective

We are seeking a skilled Senior Accountant with experience in managing (or auditing) restricted funds and projects to join our finance team. The successful candidate will play a crucial role in ensuring compliance, accuracy, and transparency in our restricted fund balance. In addition, the candidate will play a key role in ensuring the success of our various program initiatives and projects.

The ideal applicant is motivated with a desire to learn. A good Senior Accountant has excellent interpersonal and communication skills. They can effectively communicate with accounting staff, program staff, and organizational executives. A good Senior Accountant also has superb attention to detail, which helps them deter and/or detect potential errors.

Principle Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Revenue Recognition:** Assist in the revenue recognition of grants, pledges, and contributions awarded or received as well as invoice preparation for grants.
- **Restricted Fund Processes:** Manage tracking and recording of restricted fund activities (e.g. restricted revenue, funds released from restriction, etc.); perform as key Accounting member on collaboration, preparation and refinement on all restricted fund matters including solicitation assessments, Program budget reviews and monitoring.
- **Compliance Activities:** Supporting leadership in risk management and internal control assessments. In addition, the candidate will help develop and maintain compliance requirements. Support adherence to US GAAP in all accounting matters.
- **Payroll Allocation entries:** Assist with entries that reallocate payroll costs to appropriate restricted funds available.

- **Reporting:** Assist in the preparation of annual budgets, financial statements, and audit processes as necessary.
- **Other tasks and projects as assigned** such as support with fixed asset, intangibles and construction accounting processes.
- **Mentored by Director of Accounting/Controller:** Develop leadership for success, gain career advantage and embrace the future with new insight.

Knowledge, Skills, & Abilities

- Bachelor's degree in accounting, finance, or related field
- 2-3 years of public accounting experience or in Non-Profit Accounting
- Proficient in Microsoft Office: Excel, Word, Outlook, and Teams.
- Experience in accounting ERP systems (Sage Intacct experience a plus)
- Strong understanding of US GAAP
- Familiarity with government grants, single audits, or Yellow-Book standards
- Excellent written and verbal communication skills required
- Excellent attention to detail and organizational skills, with the ability to manage multiple tasks and priorities effectively.

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.

Affirmative Action/EEO Statement

Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other duties

Please 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 for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org