



Senior Accountant

Reports To:	Senior Accountant
Department:	Accounting Operations
FLSA Classification:	Exempt, On-Site
Salary:	80-83K
Date Updated:	1/30/23

Job Description

Summary/Objective

The Senior Accountant performs the tasks as a skilled and experienced accountant to ensure that Hanna Boys Center maintains accurate, efficient and accessible accounting records. Senior Accountant works closely with department leadership to reconcile accounts, prepare adjusting entries and verify the accuracy of period-ending reports. Specifically required:

- Strong mathematical and analytical skills
- Proficient in word processing, spreadsheets and accounting software
- Excellent oral and written communication skills
- Proven ability to handle multiple projects simultaneously
- Demonstrated ability to lead a team

A good Senior Accountant has a natural ability to lead, which motivates them to oversee accounting operations and help entry-level accounting professionals develop their skills. They value continued education and continually look for ways to enhance their understanding of accounting software, industry trends and ways to streamline accounting operations. Further, a good Senior Accountant has excellent interpersonal communication, allowing them to adjust their communication tactics depending on whether they're speaking to accounting staff or company Executives. A good Senior Accountant also has superb attention to detail that helps them detect accounting errors.

Principle Duties and Responsibilities

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

General Ledger

- Prepares and processes adjusting journal entries and maintains the chart of accounts. Perform month end tasks and responsibilities as assigned, such as

Balance Sheet reconciliation preparation and/or reviews, financial and flux analyses, etc.

Fixed Assets

- Ownership of Fixed Asset Accounting: additions, divestitures, depreciation, reconciliation to general ledger and vehicle records.

Petty Cash

- Staff reimbursements, emergency fund, boy allowances and work programs.

Scholarship

- Processes requests and payments monthly; reconciles and reports each quarter.

Banking

- Reconciles accounts to GL every month, manages group home food budget accounts, processes ACH payments, intra-company bank or account transfers, remote check deposits.

Credit Cards

- Manage CC issuance, usage, problems solving.

Other Tasks

- Assist with payroll journal entries, other duties as requested.

Mentored by Director of Accounting/Controller

- Develop leadership for success, gain career advantage and embrace the future with new insight.

AP

- Supervise staff and oversee day-to-day operations.

AR

- Maintain accurate records of all accounts receivable transactions, including but not limited to donations, grants, trusts, tuitions, and facilities use activities. Generate and distribute invoices to clients' guardians. In partnership with Hanna Education Corporation (Hanna Academy) administrative staff, record nonpublic school services billable to contracted school districts. Prepare regular financial reports and analysis related to accounts receivable, including aging reports and revenue forecasts, by program and consolidated.

Assist in the preparation of annual budgets, financial statements, and audit processes as necessary.

Other tasks and projects as assigned.

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?

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