


The complete job posting can be found at www.azijobconnection.gov.

 **Senior Accountant - Job posting: 5773317**

The position requires accounting and reporting of revenues and expenditures of the organization and the preparation of financial reports. Work is performed in accordance with statutory procedures and broad policies as prescribed by the Chief Financial Officer/President CEO.

Essential Functions:

- Responsible for the preparation of DES invoices and assist the CFO with the annual single audit functions and other regulatory requirements.
- Participate as a part of the Finance team for meetings and discussions.
- Primary duties include Accounts Payable, Accounts Receivable, Payroll (outsourced), and General Ledger function.
- Coordinate with Operations on reconciliation of Inventory in coordination with Finance in Microsoft Dynamics Business Central/Nav
- Responsible for preparing monthly financial statements including analysis of and providing appropriate reports for review by CFO for periodic Board of Directors meetings.
- Responsible for compliance with fiscal reporting requirements and internal controls by all funding sources, governmental agencies, and finance committee
- Assist the Chief Financial Officer/President CEO with the analysis, preparation and management of the organization's budget, financial reports, operating capital, and cash accounts
- Assist the Chief Financial Officer/President CEO on budgets, proposals and grant preparation for local agencies, governmental agencies, and other grantors
- All other duties as assigned by the Chief Financial Officer/President CEO

Job Requirements:

- Bachelor's Degree in Finance/Accounting/Business Administration or equivalent 1-2 years work experience in a similar field.
- Must be experienced in Accounts Payable, Accounts Receivable, General Ledger, Journal Entries, Balance Sheet reconciliation, and financial reports.
- Must be proficient with Microsoft 365 Suite and SharePoint

Required Knowledge, skills, and abilities:

- Must be able to communicate easily and clearly in English both in speech and writing.
- Previous experience in non profit helpful and GAAP and practices;
- Work both as a team and independently, exercise judgment, and manage multiple tasks and priorities;
- Communicate orally with customers, clients, and the public in face-to-face, one-on-one settings; in group settings; and over a telephone;
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
- Work cooperatively with others; and
- Comprehend and make inferences from written material.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl or smell; regularly required to stand and walk; and frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear.

Special vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to focus.