



## Job Description Senior Accountant - Production & Operations

### Position Summary

The Senior Accountant - Production & Operations is a critical position for multiple non-profit entities in a dynamic, fast-paced environment. This position will be responsible for financial operations and reporting related to all banking and treasury activities for multiple non-profit entities. This includes overseeing the data entry of the Accounting Clerk. The Senior Accountant will also oversee reconciliation of bank statements, develop sourcing strategy, negotiate, manage vendor profiles and contracts within our ERP system, and support the monthly budget to actual process.

### Responsibilities include:

- **Banking**
  - *Cash Management* - Manage cash balances for multiple bank accounts, communicate account status regularly to team
  - *Reconciliations* - Monthly reconciliations for multiple cash accounts within ERP system, including importing banking data and ensuring all discrepancies are cleared
- **Credit cards**
  - *Reconciliations* - Monthly credit card reconciliation for multiple entities and types of cards. Review entries made by Accounting Analyst and manage import/export of JE's to ERP system
  - *Account administration* - Act as credit card admin to issue new cards, cancel/freeze cards, adjust spending limits and train new card holders on credit card procedures
- **Account Payable** - Ensure A/P is entered timely, accurately coded, and paid on time, taking advantage of discounts as applicable. Initiate ACH payments as necessary, cut physical check payments
- **Strategic Vendor Management** - Perform vendor spend analysis, negotiate and manage contracts in order to drive savings. Track and manage vendor issues and ensure vendor profiles within the ERP system are accurately updated regularly. Ensure all 1099's are collected and tracked within ERP system, manage end of year 1099 reporting
- **Accounts Receivable** - Maintain accurate A/R aging and proactively follow up on outstanding balances.
- Revenue Accounting - Grants, sales, donations
- **Journal Entries** – Complete all necessary analysis, preparation and review of journal entries and accruals applicable to role
- **General Ledger Review** - Review GL transitions to ensure accuracy and correct entity, account and grant/fund
- **Supports team as necessary** – Perform other tasks and analysis in support of the team

**Education and Experience:**

Bachelor's degree in accounting, finance or related field

5 years of related experience.

Knowledge of Excel and Word required

Experience with Oracle NetSuite preferred

Experience with Google Suite preferred

CPA preferred, but not required

**Knowledge and Abilities:**

- Methods and practices of financial record keeping
- General accounting principles and procedures
- Interpersonal skills using tact, patience, and courtesy
- Excellent oral and written communication skills
- Accounts payable or procurement experiences is a plus
- Perform financial and data analysis in Excel
- Analyze and interpret financial reports
- Prepare accurate and complete financial records and reports.
- Perform computational tasks with speed and accuracy
- Work independently to meet schedules and timelines
- Provide training to staff
- Establish and maintain effective working relationships with school officials, administrators and employees

**Salary**

St. HOPE offers a competitive salary and benefits commensurate with qualifications and experience. This is a full-time, exempt position.

*As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.*