



Job Description
Senior Accountant - Financial Statements & Audits

Position Summary

The Senior Accountant - Financial Statements & Audits is a critical position for multiple non-profit entities in a dynamic, fast-paced environment. This position will work closely with senior management in maintaining the financial operations. The Senior Accountant is responsible for the monthly close, producing financial statements, overseeing audits of multiple entities, compliance reporting, tax filings, contract management and special projects.

Responsibilities include:

- Manage monthly close and produce financial statements on a timely basis
- Coordinate and lead audits for several entities
- Oversee compliance & reporting - including grants, attendance
- Manage tax filings - including annual non-profit returns, quarterly sales tax
- Lead budget planning and reporting
- Ensure internal controls are effective and appropriate
- Coordinate insurance renewals
- Manage construction project accounting
- Manage special projects related to finance

Education and Experience:

Bachelor's degree in accounting, finance or related field

At least 5 years of related experience.

Experience with school accounting highly preferred

Experience with non-profit and grant accounting a plus

Knowledge of Excel and Word required

Experience with Oracle NetSuite preferred

Experience with Google Suite preferred

CPA license preferred, but not required

Knowledge and Abilities:

- Knowledge of audit procedures
- Knowledge of financial reporting requirements
- Deadline oriented
- Ability to maintain confidentiality
- Deep knowledge of methods and practices of financial record keeping
- Generally accepted accounting principles and procedures

- Interpersonal skills using tact, patience, and courtesy
- Excellent oral and written communication skills
- 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
- Ability to prioritize
- Well organized
- 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.