

COMMUNITAS - Staff Position Description
ADMINISTRATION

TITLE: Senior Accountant

REPORTS TO: Manager of Finance

POSITION SUMMARY

This position is responsible for delivering full-cycle accounting functions and financial management in support of Communitas operations.

Reporting to the Manager of Finance, this position works closely with finance team members, Communitas programs, administrative staff, and Communitas funders to support the objectives of the organization's finance department.

SPECIFIC DUTIES

- **Accounting Operations:**
 - Leads and coordinates Communitas' full-cycle accounting activities in accordance with legislative and regulatory requirements, Generally Accepted Accounting Principles (GAAP), and Communitas' financial policies
 - Leads the month-end and year-end close processes; prepares accurate and timely financial statements, including the balance sheet, income statement, and cash flow statement; and maintains the integrity of the general ledger
 - Assists in audit work throughout the audit cycle, including preparing schedules and supporting documentation, responding to information requests, and assisting with statutory, funder, tax, and other regulatory reporting requirements
 - Supports effective use of financial systems within Communitas
 - Provides technical guidance and training to Accounting staff on relevant accounting processes and systems
- **Finance Management & Business Partnering:**
 - Supports organization-wide budget development, forecasting, monitoring, management reporting, and ad hoc financial analysis to inform operational and strategic decisions
 - Trains and supports programs and administrative staff in the effective use of financial processes, systems, budgets, and reports to strengthen financial management across the organization
 - Monitors and analyzes financial data, investigates anomalies, and coordinates corrections to maintain the accuracy, completeness, and integrity of financial information
 - Partners with cross-functional teams to improve the accuracy, efficiency, and consistency of finance-related processes, including payroll, donation management, and program financial reporting
 - Provides financial guidance to Communitas staff throughout the program lifecycle, including budget development and analysis, contracting, financial monitoring, reporting, and closure
- **Contract Management:**
 - Prepares and reviews accurate, timely financial reports for funders and other external agencies in accordance with contract terms and reporting requirements
 - Assists finance team in maintaining accurate and current financial contract documentation, and coordinates with internal stakeholders and funders to ensure contract records, budgets, amendments, and reporting requirements remain consistent
- **Other duties as necessary/assigned**

REQUIREMENTS

- CPA designation and minimum 3 years of experience
- Experience with preparation and/or auditing of financial statements and financial statement notes
- Experience with financial management systems and any other Enterprise Resource Planning (ERP) systems
- Proficiency in Microsoft Excel and its intermediate level formulas
- Self-motivated with the desire to actively seek out new job tasks and assignments
- Excellent oral and written communication skills
- Excellent teamwork skills, as well as the ability to work independently without supervision
- A philosophy of service that is in line with Communitas' Vision, Mission and Values

ASSETS

- Knowledge of and experience working for a not-for-profit organization, or conducting reviews or audits of not-for-profit organizations
- Experience with Sage Intacct accounting software, Yooz, and Donor Perfect Online software