EL CENTRO de la RAZA
JOB SUMMARY

GENERAL INFORMATION

Position Title: SENIOR ACCOUNTANT
Pay Status: Executive Management Staff X
Contract Exempt X Non-Exempt
Reports to: Controller
Date Summary Established: 7/20 Last Revision Date:
Written by: HR Administrator Approved by: Executive Director

POSITION SUMMARY

The Senior Accountant ensures accurate and timely financial reports and records for the organization, effectiveness in all the accounting tasks such as interacting with funders and providing oversight of professional and/or technical accounting staff. Directly supervises AP, AR and payroll accounting staff. The Senior Accountant will also assist in other general accounting activities including general ledger reconciliations, support of the annual audit process, and other duties as assigned.

ESSENTIAL FUNCTIONS

- Support fiscal department on monthly grant accounting and financial reporting
- Coordinate grant billing in programs with multiple grants to comply with guidelines and organization policy.
- Assist the department with reporting for statement audits and funder monitoring visits.
- Analyze accounting records, including financial statements and other financial reports to assess accuracy, completeness, and conformance to standards defined within the department.
- Work with the Controller on appropriate fiscal strategies for the agency. Liaise with the Controller to improve financial procedures. Provide input into department’s goal setting process.
- Directly supervises AP, AR and payroll accounting staff.
- Support period end closing process, prepare journal entries, assist in financials statement preparation, and complete audit requests.
- Reconcile sub-ledgers and posts entries to the general ledger for intercompany, prepaid, fixed asset, and restricted fund balances.
- With Controller, responsible for the administration of MIP. Work with people inside and outside of the accounting department to reconcile the accounting database to partner databases.
- Reconcile cash accounts.
- Review payroll data entry to ensure accuracy of payment.
• Ensure compliance with GAAP. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
• Plan, assign, and review accounting staff work including AP, AR and payroll.
• Perform all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of this position.

MEASURABLE STANDARDS

• Must perform in a professional manner at all times, maintain confidences and handle highly confidential materials.
• Ability to work and communicate well with all types of people inside and outside of the organization.
• Ability to manage multiple projects with competing priorities with the ability to respond to change in a productive manner.
• Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
• Must be detail-oriented and have well defined organizational skills.
• Must be able to work independently and as a part of a team.
• Ability to work in a multi-cultural/multi-ethnic environment.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

• Bachelor’s Degree with an emphasis in Accounting/Finance.
• Strong technical GAAP accounting background, especially in GL.
• Strong analytical and problem solving skills.
• Minimum of 5-8 years of accounting experiences in nonprofit/business settings.
• Strong knowledge and experience in Excel, word processing, and accounting software.
• Must be self-motivated and be able to work independently.

Additional Preferred qualifications:

• CPA designation and/or Master’s Degree in Accounting
• Proficient in MIP/Abila

WORKING CONDITIONS/ENVIRONMENT

Works in a general office environment. Generally, works a 5-day week, but may work on an approved flexible schedule.

NOTES AND SPECIAL REQUIREMENTS

Since this position works with money and highly confidential materials, it requires a criminal background check with the Washington State Patrol. The above duties or working procedures
describe the chief function of the job and are not considered to be a detailed description of every duty of the job. This position requires a 6-month probationary period.

**BENEFITS**

This position is eligible for El Centro de la Raza’s full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and 8 paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

**APPLICATION PROCESS**

Please send resume to Shannon Armstrong at sarmstrong@elcentrodelaraza.org, or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume and pick up an application. If you have questions, please call 206.957.4626.