

Job Announcement

Position: Senior Accountant	Department: Administration
Location: Hughesville	Employment Status: Part-Time
FLSA: Exempt Grade: 14	Compensation: \$32,450.00/\$21.15 per hour to \$39,875.00/\$26.44 per hour
Weeks Worked: 52	Work Per Week: 29 – [Monday – Thursday]
Opening Date: September 12, 2018	Closing Date: Until Filled

Applications Accepted By: Mail and Online

Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	On line at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your high school diploma, degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

Job Description:

The Senior Accountant is directly responsible to the Finance Director for the competent performance of the Agency's Grants, Accounts Receivable, Compliance Reporting, and General Ledger Maintenance.

Qualifications/Requirements:

Bachelor's degree with a major in accounting or related field. Five years' experience working in accounts receivable, general ledger, grant reports, etc. Strong knowledge of generally accepted accounting principles. Extensive experience with journal entries, record keeping, and computer operation. Nonprofit experience preferred. Strong understanding of balance sheet accounts reconciliations, including bank and investment accounts. Skills and proficiency in using Microsoft Word, Excel, Outlook, property rental management system or other software applications to retrieve data, create spreadsheets, and reports. Working knowledge of SAGE/MIP accounting Software preferred. Must maintain confidentiality at all times.

Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Balance and maintain accurate ledgers.

Ensure timely billing of all grants and other revenues, including rental income.

Prepare and Maintain all grant and Agency Budgets.

Work with State and Local Government Agencies to ensure that all billing and revenue collections are timely.

Submit Billings by agreements by grants.

Deposit all receipts timely and record data in the financial system.

Monitor and reconcile all accounts receivables.

Prepare and update cash flow projections weekly.

Maintain fixed assets schedule.

Prepares and have available necessary books and materials for auditors at Prior Year Ending.

Maintains files of all contracts, leases, insurance policies, bonds and related documents.

Reconciliation of Agency bank account (s) monthly promptly.

Maintain and update accounting manual relating to Grants, Accounts Receivables and General Ledger.

An Equal Opportunity/Affirmative Action Employer