



Position Title: SENIOR ACCOUNTANT

Reports To: Chief Financial Officer

Broad Function:

The Senior Accountant is an exempt position responsible for handling all the accounting needs of the organization including preparation of financial statements and quarterly and annual statements. Duties include but are not limited to general ledger maintenance, payroll support, bank and account reconciliations, financial report preparations and monitoring company-wide internal controls and submission of monthly, quarterly and yearly report of expenditures (ROE) to all agency funders (Federal, State, County and Foundations). Strong organizational, problem-solving and time management skills are required. High degree of accuracy and attention to detail is needed. This is a full-time position located in East Orange, NJ.

I. CORE VALUES:

1. Demonstrates cultural competence through an awareness of and sensitivity towards Agency's clients' and coworkers' cultural and socioeconomic characteristics i.e. is flexible in presentation of profession self, has the ability to "connect" with diverse populations, and has the skills to integrate culture throughout the clinical process with respect to race, color, creed, religion, gender, ethnicity, language, sexual orientation, age, appearance, mental and/or physical capability, etc.
2. Works from a strengths-based perspective.
3. Understands and works well with other service systems, maximizes resources to assist client.
4. Recognizes that consumers come first and responds to consumers appropriately.
5. Knows and adheres to all JVS Policies and Procedures, participates and/or keeps abreast of and adheres to QA policies and procedures.

II. PROFESSIONALISM:

1. Values and participates in the Team as a proactive member.
2. Respects others' professional opinions and tolerates a range of feelings.
3. Able to give and receive constructive criticism.
4. Willing to take on extra work when needed (i.e. when there is a vacancy).
5. Performs required tasks according to the program philosophy, policies and procedures.
6. Is courteous, approachable, and cooperative towards co-workers, clients, support staff, and others and conducts self in a mature, competent, confident, and respectful manner.
7. Understands and adheres to confidentiality rights of clients, co-workers and agency, consistent with CARF, and protects personal health information in written, verbal and electronic forms.
8. Practices self-care has a sense of humor and possesses a healthy work/ life balance important to providing great customer service.
9. Ensures the safety & comfort of others by communicating the presence of hazards, injuries, equipment problems or any need for help and knows the emergency evacuation and all other safety policies (universal precautions, etc.).
10. In times of crisis is willing to help others and communicates urgent information quickly to supervisor / Team.
11. Maintains good attendance (i.e. Maintains FT or PT schedule as contracted, and attendance does not impair or negatively affect the team.)
12. Is punctual for work, appointments, meetings, etc.
13. Meets departments productivity requirements.

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14. Uses good judgment, practices ethical decision-making, and explores all options in problem solving.

III. SUPERVISION:

1. Attends supervision consistently and comes prepared.
2. Documents supervision.
3. Able to receive feedback and to learn from it.
4. Has insight about self (i.e. strengths and weaknesses) and utilizes that knowledge toward growth and change.

IV. SENIOR ACCOUNTANT RESPONSIBILITIES:

1. Responsible for full cycle accounting duties
2. Code and enter vendor expense invoices and track expenses
3. Accounts payable, processes check as required; maintain vendor relationships and form 1099 filing
4. Process accounts receivable and invoice clients and customers including follow-up collection calls on open AR
5. Prepare bank deposits and daily cash flow reports.
6. Process employee payroll entries in accounting system, review staff time sheets payroll allocation based on contract and reconciles quarterly form 941 to the GL
7. Prepare and post journal entries
8. Maintain fixed asset inventory
9. Ensure accuracy in general ledger
10. Prepare balance sheet reconciliations
11. Generate monthly financial statements and analysis
12. Budget preparation including RFP contract budget proposal
13. Report of expenditure monthly/quarterly/yearly submission to funders
14. Assist independent auditors during annual audit
15. Assist with other projects as needed
16. Performs other related tasks as assigned by management

V. SPECIFICATIONS:

1. **Education:** Bachelor's degree in accounting preferred.
2. **Experience:**
 - 5+ years accounting experience.
 - 1+ year of supervisory experience
 - Prior work experience in a non-profit environment preferred.
3. **Knowledge:**
 - Thorough knowledge of applicable accounts payable/accounts receivable/general ledger systems and procedures, financial chart of accounts and corporate procedures
 - Proficient in MS Word and Excel.
 - Possess strong organizational and time management skills
 - Strong problem-solving skills, basic accounting principles/ Working knowledge of GAAP, documentation skills, research and resolution skills, data analysis and multi-tasking skills
 - Knowledge of accounting practices relevant to non-profit accounting.
 - Knowledge of Abila MIP, Quick Books or similar computer-based accounting software and Microsoft Office
4. **Professional Characteristics:**
 - Detail oriented, professional attitude, reliable, patient, flexible, self-motivated, sense of humor, team player.
 - Must have strong work ethics
 - Must be well organized and a self-starter
 - Must be able to follow standard filing procedures

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- Must be comfortable meeting tight deadline

5. Skills & Abilities:

- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner
- Ability to speak and write English
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Ability to type 60-65 wpm

Classification and schedule

This is a full-time, non-exempt position.

Salary

The salary range for this position is \$60,000 to 65,000 annually, plus benefits.

Our Benefits

JVS provides generous benefits for eligible full-time employees, including:

- Medical, dental, and life insurance
- 403(b) basic retirement plan
- Considerable paid time off, including vacation, sick leave, and generous holidays
- Long-term disability coverage
- Flexible spending accounts

About JVS

JVS of MetroWest is a nonprofit, community-based health and human service organization, delivering a wide array of personalized services on a nonsectarian basis to nearly 20,000 individuals each year. The people we help range in age from 14 to 100+. We provide services to individuals throughout New Jersey and business-to-business services to hundreds of companies across the State.

JVS provides an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.