

Senior Accountant Job Posting & Description Columbus, Ohio

Community Shelter Board (CSB) seeks a non-exempt, full-time Senior Accountant.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. We are seeking an experienced accountant to join our friendly finance team. The Senior Accountant's primary responsibilities are to assist with the:

- financial management activities of the agency;
- preparation of monthly and quarterly financial statements, funder reports and invoices;
- maintaining CSB's system of internal controls
- performing monthly and quarterly analytics to ensure accuracy of accounting system data; and
- annual financial statement audit.

You'll have the opportunity to work in a fast-paced environment in this full-time position. Multi-tasking, superior numeric skills, prioritizing and attention to detail are key.

CSB offers a competitive salary and a highly unique benefit package:

health, dental & vision insurance • employer-funded flexible spending accounts • life insurance
401(k) plan with up to 10% employer contributions • lifestyle spending account for personal growth
4 weeks paid time off • 10 paid holidays • hybrid work environment • healthy work/life balance
free parking • strengths-based culture • active diversity, equity & inclusion program
dynamic leadership development program

Learn more about CSB at www.csb.org. Interested applicants should submit a resume and cover letter to hr@csb.org. Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

Title of Position: Senior Accountant

Pay Range: \$65,000 - \$75,000

Status: Non-exempt, Full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.

Reports to: Finance Director

Unit: Administration

BASIC FUNCTION

This position is responsible for operational financial management and accounting in accordance with generally accepted accounting principles for not-for-profit agencies.

EFFECT ON END RESULTS:

This position is primarily concerned with the achievement of the goals for the organization by ensuring there is sound, accurate and timely accounting and reporting of financial data for the long- and short-term future of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Community Shelter Board is an Equal Opportunity Employer
and conforms to all applicable employment practices.

Senior Accountant Job Posting & Description

Columbus, Ohio

1. Assists in the financial management activities of the agency. Accountable for accurate and timely recording of accounting transactions, preparation and submission of all required reports and maintenance of CSB's system of internal controls.
 - a. Maintains agency accounting system in consultation with the Finance Director including chart of accounts, opening and closing accounting periods and user administration of the accounting system.
 - b. Creates reports using the accounting system report writer for ongoing use in meeting funder and agency requirements. Trains other staff in the use of the reports. Maintains an inventory of active reports and report formats.
2. Oversees and contributes to regular operation of the accounting activities.
 - a. Reviews and posts accounts payable invoices entered into the accounting system on a daily basis or as needed.
 - b. Posts grants payable, DCA payable, UFA payable and housing payable sessions that have been reviewed by other finance members.
 - c. Coordinates the entry of cash disbursements between themselves and the Accounts Payable Accountant.
 - d. Coordinates processing of UFA invoices so that ACHs are released by the deadline and revenues are recorded in the accounting system.
 - e. Releases ACH import files in the online banking system for GP vendors, AP vendors, housing rental assistance vendors and utility allowances.
 - f. Regularly monitors and reconciles transactions posted to the HUD bank account.
 - g. Reviews weekly cash receipt transactions entered in the accounting system by Staff Accountant.
 - h. Acts as back up for positive pay upload to online banking system after each check run.
 - i. Prepares and/or reviews monthly journal entries including but not limited to revenue recognition, deferred revenue, payroll, and other entries as needed.
 - j. Assists with reconciling general ledger, accounts receivable and accounts payable balances with other accounting records.
 - k. Reviews and posts necessary corrections identified by the Staff Accountant's monthly reconciliation of pledge receivables between our fundraising software Raiser's Edge and our accounting software MIP.
 - l. Monitors grants receivables by conducting monthly review of the aged receivables reports and requests Grants Director to follow up with funders on over-due invoices.
 - m. Assists with monitoring, reviewing and updating weekly cash availability report.
3. Assists in the preparation of monthly and quarterly financial statements and other reports including funder reports and invoices by their due dates and other project and funder reports for staff and management as required. Quarterly and monthly financial reports are due by the 30th day of the month following the end of the month or quarter.
4. Performs monthly and quarterly analytics to ensure accuracy of accounting system data.
 - Monthly review of project financial reports that are distributed to project leads.
 - Collaborates with the DCA Program Manager to reconcile discrepancies between our HMIS software and accounting system.
 - Quarterly analysis of revenue to ensure correct coding, restriction assignment and fund allocation status.
5. Assists in the annual financial statement audit including but not limited to coordinating year-end close of accounting records, recording of year-end accruals, depreciation, and other year-end entries as needed, reconciling certain designated accounts as of the end of the fiscal year, leading the preparation of banking confirms and preparing other account confirmations in addition to compiling documents and supporting schedules required by the date specified by the external auditors.

Senior Accountant Job Posting & Description

Columbus, Ohio

6. Enters the annual budget and all budget amendments in the accounting system.
7. Reviews and analyzes funder code activity in MIP to ensure correct usage of funds.
8. Assists with managing banking activities including setting up of company ACH ID's, and review and monitoring of cash flow and transfers. Ensures bank transfers are executed in accordance with agency needs, monitors positive pay and ACH exceptions, and follows up on outstanding checks.
9. Creates and maintains monthly insurance benefit allocation spreadsheets. These include; health, dental/vision, short- and long-term disability and life insurance.
10. Maintains fixed asset inventory for the Van Buren Shelter and conducts annual inventory.
11. Assists in establishing and maintaining CSB's system of internal controls.

OTHER FUNCTIONS

Assists with preparation of public and private grants data analyses and reports.

1. Provides back up staffing for Staff Accountant and Accounts Payable Accountant
2. Other duties and projects, as requested.
3. Contribute to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.

KEY LEADERSHIP COMPETENCIES

Widely trusted and seen as a direct, truthful person.

1. Spends time and the time of others on what's important, creates focus and zeros in on critical areas.
2. Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
3. Makes quick and timely decisions sometimes under tight deadlines and pressure.
4. Understands how to create efficient work flow; can simplify complex processes to get things done.

SKILLS, KNOWLEDGE, AND ABILITIES

1. Knowledge of generally accepted accounting principles.
2. Knowledge of functional aspects of accounting departments, including accounts payable, payroll and accounts receivable
3. Working knowledge of automated accounting systems, well-developed financial analysis capabilities, and demonstrated ability to manage computer operations and applications.
4. Knowledge of financial institutions and related cash management procedures and practices.
5. Ability to independently assume responsibility for projects and processes assigned within the Finance department.
6. Excellent communication skills, both oral and written.
7. Demonstrated ability to accurately attend to detail.
8. Strong analytical and reasoning abilities.
9. Superior numeric skills.
10. Accounts payable, payroll and/or other finance/accounting experience necessary.
11. Proficiency in MS Office (Word/Excel/Access/Outlook) necessary. Experience at using computer network, e-mail, and Internet necessary.

PHYSICAL OR MENTAL DEMANDS

Senior Accountant Job Posting & Description

Columbus, Ohio

High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
Comfortable in fast-paced environment.

1. Ability to establish credibility and be decisive but able to recognize and support the agency's needs and priorities.
2. Quick learner – able to grasp and oversee all finance administration
3. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
4. Ability to multi-task and maintain/oversee multiple projects simultaneously.

MINIMUM QUALIFICATIONS:

Congruence with agency mission and values.

1. Five years' experience in office setting.
2. Five years of related accounting work experience required.
3. Experience working in a not-for-profit setting strongly preferred.
4. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.