

**TRELLIS**  
Position Description

**Job Title:** Senior Staff Accountant  
**Reports To:** Controller  
**FLSA Status:** Exempt, salaried  
**Approved By:** President/CEO  
**Approved Date:**  
**Revised Date:** December 2016  
**Grade:** 8

**SUMMARY**

- The Senior Staff Accountant reports to the Controller. The Senior Staff Accountant's primary responsibilities include tracking grants and projects; reviewing and posting payroll entries and payroll allocation entries; reviewing and posting department allocation entries; reviewing receipt/revenue and payment coding; maintaining the general ledger system chart of accounts; and reconciling various general ledger accounts and maintaining subsidiary ledgers as assigned. The Senior Staff Accountant also assists the Controller with the monthly accounting closing process, generating month- and year-end financial statements and assigned financial analysis. This position will require ability to exercise independent judgment.
- The Senior Staff Accountant will assist the Controller with training staff and other projects as needed.

***Areas of Responsibility:***

1. **Grant and Project Tracking**
  - Prepare monthly or other periodic contract/grant funding reimbursement billings or expenditure reports.
  - Work with grant owners to assure proper transaction coding for federal and non-federal grants and reconcile grants monthly.
  - Work with real estate/construction project owners to assure proper transaction coding for projects and reconcile projects monthly.
  - Prepare year-end audit reconciling schedules for grants and projects, including property for sale and inventory accounts and federal program reporting (including the SEFA).
2. **Payroll**
  - Review and post payroll and payroll allocation entries prepared by accountants.
3. **Department Allocation Entries**
  - Review and post month-end department and administrative overhead allocations prepared by accountants.
4. **Revenue and Payment Coding**
  - Review daily deposits to insure that cash receipts for receivables are properly coded.
  - Review coding of all transactions posted to grant, contribution, property sales and other significant general ledger revenue and related accounts.
  - Provide guidance as needed to bookkeeper to insure that invoices and other payment transactions are properly coded.

5. *General Ledger System Chart of Accounts*

- Act as primary accounting staff in maintaining the general ledger chart of accounts.

6. *Other Financial*

- Acts as backup for accountant duties as staffing limitations require.
- Processes customer invoices for various grants per schedule.
- Prepares and posts routine monthly journal entries.
- Initiates wire transfers based on Loan Origination request.
- Initiates funds transfers between bank accounts.
- Assists with maintenance of the overall general ledger accounting system to include accounts payable and reporting.
- Assists with independent audits by preparing assigned audit schedules.
- Assists in updating accounting policies and procedures as needed for assigned accounting areas.
- Assists in preparing budgets, financial forecasts or other analysis as assigned.
- Assists with renewal of insurance policies and request additional coverage/policies as needed.
- Other duties as assigned.
- Position often requires additional hours beyond a regular 40-hours work week to meet project deadlines

***Knowledge, Skills and Abilities Required:***

1. Work assignments must be accurate, verifiable and supported with schedules where appropriate.
2. Must be dependable and able to prioritize tasks to complete projects by due dates.
3. Ability to independently evaluate and streamline accounting processes when appropriate.
4. Must possess excellent oral and written communication skills.
5. Ability to work cooperatively as a team member to accomplish assigned tasks to achieve intended results.
6. Supervision experience desired.

**EDUCATION and/or EXPERIENCE**

1. Bachelor's degree in Accounting or Finance.
2. At least five years of accounting experience preferably in a non-profit or government agency assisting with monthly general ledger account reconciliations and month-end closing processes.
3. Experience with Microsoft Word and Excel required.
4. Experience with computerized accounting systems preferably in a nonprofit or government general ledger accounting environment where the general ledger accounting system interfaces with other accounts payable, bank reconciliation, budget and import/export modules.
5. Mortgage lending experience is helpful.
6. Employee must present proof of automobile insurance coverage. Minimum liability limits shall be \$100,000 bodily injury and \$25,000 property damage coverage or such limits as deemed appropriate by the Executive Director.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree in accounting. At least two years of the non-profit sector.

## **LANGUAGE SKILLS**

Strong spoken and written communication skills. Ability to read and interpret documents such as grant agreements or contracts.

## **CUSTOMER SERVICE SKILLS**

Ability to work with the needs of internal customers to support staff in their work with clients. Ability to work collaboratively across departmental lines.

## **MATHEMATICAL SKILLS**

Solid math skills in adding, subtracting, multiplying and dividing. Attention to detail while entering data into general ledger system.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret grant contracts to determine reporting and billing requirements.

## **COMPUTER SKILLS**

Basic proficiency in Word, Excel, QuickBooks, DBase management and use of internal e-mail system.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Employee must present proof of automobile insurance coverage. Minimum liability limits shall be \$100,000 bodily injury and \$25,000 property damage coverage or such limits as deemed appropriate by the Chief Executive Officer.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, talk and hear. Specific vision abilities required for this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Position often requires additional hours beyond the required 40 hours a week to meet project deadlines.

## **EMPLOYMENT & HIRING**

We comply with Equal Employment Opportunity and Affirmative Action laws and regulations.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

**THIS JOB DESCRIPTION REPLACES ALL PREVIOUS JOB DESCRIPTIONS FOR THIS POSITION.**