

## Senior Accountant Job Description

NJCASA provides a statewide voice for survivors of sexual violence and the county-based sexual violence programs (plus the Rutgers University Office of Violence Prevention and Victim Assistance – New Brunswick) that serve them. Our focus includes:

- Advocacy for survivor-centered policies and legislation;
- Training and education for sexual violence service professionals and allied professionals; and
- Prevention strategies to address and reduce the root causes of sexual violence.

### GENERAL DESCRIPTION

The Senior Accountant is responsible for managing financial functions including bookkeeping, accounts payable and receivable, preparation of invoices, the organizational budget, grant and contract budgets and expenditure reports, payroll processing, maintaining all accounting records and files. This position reports to the Assistant Director.

### RESPONSIBILITIES

- Enter bills and process checks
- Prepare deposits and enter deposits and ACH bank transactions in the accounting software
- Process the bi-weekly payroll and record in the accounting software
- Prepare monthly reports for each grant and contract
- Review staff timesheets to ensure that time is correctly allocated to the assigned grants and contracts
- Assist with grant and contract budget proposals
- Monitor grant and contract expenditures and compare to the approved budgets
- Prepare expenditure reports to the funders in accordance with the required timing dictated by the funder and provide the supporting documentation
- Monitor the grant reporting deadlines for all contracts and grants and meet the expenditure report deadlines
- Follow-up with funders on the status of the proposals, grant modifications, and payment status
- Maintain accounting records in accordance with the requirements of funders
- Maintain accounting records in accordance with generally accepted accounting principles
- Assist the Controller in preparing the annual organizational budget
- Assist the Controller and auditors with the financial audit and preparation of the Form 990
- Monitor cash flow and report on cash status on a weekly basis
- Monitor the agency's grant vouchering system to ensure that grant funds are coming in accordance with the grant/contract agreements
- Attend agency fundraisers and events as requested
- Serve as a member of the management team and perform other duties as needed or assigned by the Executive Director or Assistant Director

#### **QUALIFICATIONS**

- Bachelor's degree in accounting
- At least five years of related work experience
- Proficiency in QuickBooks accounting software
- Knowledge of generally accepted accounting principles
- Excellent written, oral, and organizational skills
- Demonstrated proficiency in Microsoft Excel, Word, and Power Point
- Flexible and creative self-starter who can work both independently and within a team
- Sincere commitment to working collaboratively with all constituent groups including management and staff, board members, funders, donors, volunteers, and other supporters
- Prior experience in a non-profit environment is a plus
- Knowledge of generally accepted accounting principles related to non-profit organizations is a plus
- Knowledge of federal government guidelines is a plus
- Experience with payroll systems is a plus

#### **DESIRED QUALIFICATIONS AND SKILLS**

Experience working in a social service environment and familiarity with non-profit bookkeeping and best practices is preferred and considered a plus; Ability to build and maintain good professional relationships with various community leaders, nonprofit community organizations, donors, corporations, government agencies (local, state and federal) is a plus. Ability to work in a senior management, fast-paced environment that is focused on socio-cultural change. Excellent written, oral, and organizational skills. Flexible and creative self-starter who can work both independently and within a team. Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, organizational staff, and other supporters. Detail-oriented and thoughtful attention to messaging and language.

**Salary range:** Annual salary of \$60,000 - \$72,000, commensurate with education and experience.

**To apply:** Cover letter and resume in a **single PDF document** to [ExecDirector@njcasa.org](mailto:ExecDirector@njcasa.org)

*This position offers a competitive salary and benefits package. NJCASA is an equal opportunity employer that values a diverse workforce and an inclusive culture. NJCASA encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.*