

JOB TITLE: Senior Accountant
REPORTS TO: Controller
DEPT: Finance

STATUS: REG/FT/ E-512
SCHEDULE: Typically, M-F
UPDATED: April 2019

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION:

The Senior Accountant will be responsible for assisting the Controller in financial statement preparation and the monthly financial analysis reports, reviewing general ledger accounts, preparing and adjusting entries and reconciling bank statements and intercompany general ledger accounts. Additionally, the Senior Accountant will be responsible for processing all payroll-related items for the organization.

DUTIES & RESPONSIBILITIES:

- Reconciles, analyzes, prepares journal entries and ensures that transactions are accurate, and recorded properly, in order to complete the monthly close process timely
- Completes all monthly balance sheet account reconciliations
- Aids Controller in the completion of any grant compliance reporting
- Assists Controller in the development of all applicable tax filings
- Reviews and reconciles daily cash postings
- Supports Controller in the preparation of audit work papers
- Manages organizational schedule of fixed assets and creates monthly depreciation entries
- Payroll processing, to include annual W-2 review/W-3 submission
- Supports proper training and recognition of professional volunteers for their partnership with Springs Rescue Mission and engages them in meaningful work that leverages volunteers as a resource.
- Additional duties as requested

EDUCATION/EXPERIENCE:

- Bachelor's degree with emphasis in accounting
- Three to five (3 to 5 years) directly related experience in accounting or finance
- Advanced experience in MS Excel preferred
- Experience with Intacct and Bill.com helpful

SKILLS AND QUALIFICATIONS:

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM's Statement of Faith
- Serves as an advocate for the homeless and raising awareness of the needs and concern for the addicted, and those in poverty; engaging others within one's influence on greater involvement and effectiveness on behalf of this population in Colorado Springs.

- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus is part of mobilizing the community in the fight against addiction, poverty and homelessness
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Willingness to establish and maintain effective working relationships

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Requires sitting for extended periods of time – *continuously*
- Requires use of fingers and hands; fine motor skills – *continuously*
- Typical office environment – majority of time spent looking at a computer monitor
- Climb stairs daily to office
- Move between SRM buildings - *occasionally*

EQUIPMENT/TOOLS USED:

Computer/Internet
 Fax
 Phone
 Copier

I accept this position and understand that employment is At Will:

Employee Signature

Employee Printed Name

Date