

CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION

TITLE: Senior Accountant.
DEPARTMENT: Finance
STATUS: Full-time /salaried /exempt
SUPERVISED BY: Assistant Controller
DATED: 11/2023

JOB SUMMARY:

Reporting to the Assistant Controller, the Senior Accountant plays a key role in the success of the Finance Department. This position, with the Assistant Controller, supervises the Accounts Payable Technician, and the Accounts Receivable and Payroll Accounting Technician. This position reviews payroll for the 3rd party payroll processor ADP, coordinates the recording of credit card activity, interacts with the Program Directors, assists in the preparation of internal and external reports, and helps prepare for external audit.

QUALIFICATIONS:

Competencies: Must treat each individual with dignity and respect; maintain client and program confidentiality and support the overall mission and direction of the organization. Must be a team player, self-starter, dependable, exercise discretion and adhere to business professional code of ethics. Must have mature planning, organizing and execution skills and be comfortable working in a dynamic organization that addresses a wide range of needs in the community.

Education/Experience: Bachelor's degree (B.A.) in accounting, business administration or related field from a four-year college or university preferred; with a minimum of three years in equivalent position required. Will consider experience in lieu of education. Proficient use of MS Office Suite and accounting software required. Experience with 3rd party payroll processing desired, ADP experience preferred.

Skills: Must be able to read, comprehend and address a variety of external reporting requirements. Must be able to communicate clearly and professionally both verbally and in writing within the organization and externally.

DUTIES & RESPONSIBILITIES:

Supervision

1. Supervises along with the Assistant Controller, the Accounts Payable and Accounting Technicians.

Payroll

1. Supervise and manage inputs for the 3rd party payroll processor (ADP).
2. Provide back up support for the payroll process.
3. Enter JE to post payroll in the accounting software.
4. Reconcile payroll with general ledger, cash accounts, and benefit vendors.
5. File returns and requests not provided by ADP.

Cash Receipts

- Oversee and provide backup for the process of receipts in accordance with CSS policy.
2. Maintain transaction records and files.

Accounts Receivable

1. Receive and process program charges and invoices.
2. Review Medicaid billings; ..
3. Process, issue, record and file customer invoices and statements.
4. Reconcile subsidiary accounts to the general ledger.

1000

Accounts Payable

1. Review of stale dated checks.
2. Manage the credit card reconciliation; ..
3. Upload positive pay, setup recurring bills & manage 1099's,
4. Assist with any processing issues.

Internal Control and Reporting

1. Monitor and maintain internal controls.
2. Review files to ensure all necessary documentation essential to establishing a complete audit trail for financial accountability is maintained.
3. Ensure timely and accurate management reports.

General

1. Deliver continuous improvement of processes and business skills across the organization.
2. Support agency activities and events as required
3. Attend meetings as requested.
4. Other duties as assigned.

Physical Requirements: Ability to work at a computer terminal for long periods of time.

Training Requirements: Must attend agency and department orientation. Must attend all staff meetings and in service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature

Date

Supervisor Signature

Date