Job Description

Position Title: Senior Accountant

FLSA: Exempt

Employee Type: Full-time

Location: Edwardsville

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Grade: 8

Summary:
The Senior Accountant position is responsible for serving as a team leader in the finance department and ensuring the department creates accurate and timely financial records for the organization.

Essential Duties & Responsibilities:

- Oversees and assists with all aspects of accounts payable. Review financial information, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and/or program improvement.
- Oversee the retention of financial records.
- Review processes and update forms and manuals for accounting personnel.
- Prepare suppliers' 1099s.
- Ensure compliance with organizational policy and governmental regulations.
- Assist in month-end closings and cash transfers.
- Oversee and process bi-weekly payroll and reconcile benefit deductions.
- Prepare and file unemployment reports.
- Analyze historical financial expenses, and establish projections for annual operating budgets.
- Forecast year-end expenditures to ensure grant funds are fully utilized.
- Prepare and enter monthly and routine journal entries.
- Monitor and review the general ledger.
- Prepare and assist with grant reporting and annual audit.
- Prepare and report employee wages earned to IMRF.
- Performs other duties as assigned.

Supervised by: Finance Director

Supervises: None
Education and Experience:
- Bachelor’s degree in accounting
- 3-5+ years of general accounting experience; fund accounting experience preferred
- Proficient in using accounting software; Abila/MIP preferred but not required.

Licenses or Certification Required: None

Knowledge, Skills, and Abilities Required:
- Knowledge of accounting procedures to classify, record, and summarize financial data to compile and keep financial records.
- Strong verbal, written, and interpersonal skills.
- Strong Microsoft Excel and Word skills.
- Ability to audit figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Ability to maintain good organization and discretion.
- Ability to prioritize and handle interruptions while effectively meeting deadlines.
- Ability to manage several projects simultaneously in a fast pace and team-oriented environment.
- Knowledge of general accounting, office administration, and procedures.
- Ability to work in an organization that embraces customer service.
- Ability to establish and maintain effective working relationships with IHLS staff and stakeholders.
- Display a professional business attitude with a pleasant demeanor while working in a customer service-oriented organization.
- Ability to travel as required.

Working Conditions:
Work is usually performed in an office environment.

Telecommuting:
This position does allow for occasional telecommuting.

Physical Requirements:
- This position is primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Prolonged use of a computer with continuous sitting.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain
job functions described herein may be subject to modification in accordance with applicable state and federal laws.

_______________________________
Employee (Print) Name

_______________________________
Employee Signature Date

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Supervisor (Print) Name

_______________________________
Supervisor Signature Date

Approved November 2018
Revised July 2019
Revised April 2021
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