



# Senior Staff Accountant

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**Reports to:** Chief Financial Officer

**Classification:** Full-time

**Date:** 6/01/2022

**Department:** Accounting Services

**Status:** Exempt

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## POSITION SUMMARY:

Assists the CFO in the planning, preparation and maintenance of financial management services while being directly responsible for various accounting functions. Review financial operations, resources, investments, assets, audits, systems, and data, assisting in the development of analyses, reports, and long-term planning forecasts.

## ESSENTIAL FUNCTIONS:

- Learn, process, practice, and master every system and function of the Accounting Services Department and prepare to fill vacant department positions as needed while completing other primary duties that may include:
  - Payroll, budgeting, accounts receivable transactions, monthly and year-end closeout procedures, accounts payable, bank statement reconciliation, petty cash, travel reimbursements, and departmental level records maintenance and reporting.
- Review, learn, practice, and master priorities, goals, and objectives relating to the organization's financial management, accounting, audit, internal controls, and reporting.
- Participate in the development of budget forecasts, cost analyses, and compensation studies.
- Participate in the development, review, and analysis of:
  - Various accounting records, financial statements, and reports such as subsidiary ledgers, accounts receivable, grant funding distribution, property, operating expenses, payroll, and inventory.
  - System controls for new and existing financial systems.
  - Financial reports for all grants.
  - Program operations, reporting systems, and data.
  - External monitoring reports and program audits.
- External audits of accounting and administrative controls.
- Assist in the compilation for reports for auditors and assists with further information as requested.
- Maintains historical records for all payroll and accounts receivable transactions.
- Assists with monthly and year-end close out procedures and records.
- Reconcile General Ledger Accounts.
- Maintain records and report monthly for HUD, KDOT & TBRA funding.
- Reconciles monthly credit card statements.
- Reconcile and process weekly deposits with agency financial institutions.
- Monitors daily bank account balances and processes necessary transfers.
- Participate in conducting and analyzing internal audits.
- Evaluates agency's internal controls, accounting processes and posted transactions.
- Prepares Personnel Activity Reports for positions allocated between multiple funding sources.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.

- Complete required documentation and reports.
- Maintain and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

## **KNOWLEDGE AND EXPERIENCE:**

### Essential:

- Advanced computer skills on Microsoft Office and ability to learn various software systems.
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized.
- Must be of excellent moral character.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt.

### Desired:

- Previous supervisory experience.
- Federal and state grant management experience.
- Accounting, audit and financial management.
- Previous payroll calculation and distribution.

## **EDUCATION AND QUALIFICATIONS:**

- Bachelor of Business Administration Degree in Accounting, Business, or other related field.
- Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier.
- Submit to and pass standard criminal history check.
- Submit to and pass standard drug screen test.
- Obtain CPR/First Aid certification.
- Be fully vaccinated for COVID-19 before beginning employment

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment 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.

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Sit or occasionally stand; walk and stoop, kneel, or crouch;
- Regularly lift and/or move up to 30 pounds;
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
- Occasional exposure to wet and/or humid conditions;
- Outside weather conditions;
- Extreme cold and extreme heat;

- Noise level is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date