

Senior Accountant

We are seeking an outgoing, career-oriented professional to join our Finance Team.

KEY RESPONSIBILITIES

- Oversee the general accounting function, which includes cash management/reconciliation and proper timing and application of revenue recognition rules.
- Ensure that all company guidelines with regards to Accounting, Accounts Payable, Accounts Receivable, Taxes, and Audits are properly carried out in accordance with US GAAP and that “best practices” for both the Company and industry are instituted.
- Ensure timely and accurate presentation of monthly financial statements. Ensure deadlines are met and that each team member’s responsibility for the monthly closings are clearly defined so that the department goals are met.
- Set and maintain a monthly departmental calendar. Identify ways to shorten closing calendar.
- Prepare account and payroll reconciliations as needed for monthly closings.
- Review journal entries for accuracy prior to posting.
- Ensure all balance sheet accounts are properly reconciled each month.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Identify and resolve accounting and/or accounting system discrepancies and irregularities.
- Ensure any new cost centers or general ledger accounts are mapped in the financials correctly.
- Provides technical accounting GAAP guidance and support.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Coordinate and resolve various issues with banks and maintaining relationship with banking contacts.
- Assist Director of Finance as requested on all other business needs.
- Be innovative across all areas and ensure all processes are performed efficiently.

EXPERIENCE/SKILLS

- Minimum 4+ years in accounting role, preferably in the non-profit sector.
- Bachelor’s degree in accounting or finance.
- Excellent attention to detail & accuracy.
- Excellent interpersonal skills and communication skills (verbal and written).
- Strong decision-making and problem solving skills.
- Must be willing and able to “roll-up sleeves” and be “hands-on”.

- Proficient in computer applications.
- Detail-oriented, self-motivated and ability to work effectively both alone as well as within a team.
- Ability to multi-task and prioritize.
- Proficiency in Microsoft Office experience required.

PERSONAL ATTRIBUTES

Integrity, energy, reliability, dedication, and passion needed to join a fast paced environment that requires a positive attitude, and commitment to getting the job done at all costs.

Commitment to Diversity:

SEANC is an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.