

Baden Street Settlement of Rochester
152 Baden Street
Rochester, New York 14605

JOB DESCRIPTION

POSITION: Senior Accountant
REPORTS TO: Finance Director
JOB TYPE: Full-time Exempt, Mon-Fri 37.5 hours/week
DEPARTMENT: Finance Department

DESCRIPTION:

Under the supervision of the Finance Director and in accordance with the policies of the Board of Directors of Baden Street Settlement, Inc., the Senior Accountant has a broad set of responsibilities that include transaction processing, Accounts Receivable, GL journal entries and account reconciliations, monthly and year-end close support, and grants vouchering and administration.

RESPONSIBILITIES:

- Ensure that all revenue has been accrued/recorded and that vouchers have been sent to appropriate funders.
- Prepares Daily Cash Receipts logs and accounts for all cash receipts.
- Monitors accounts receivable and reviews and reconciles accounts as necessary.
- Prepares general ledger account reconciliations as assigned, including bank reconciliations, accounts receivable and deferred income.
- Maintain Chart of Accounts and cost center codes and distributes to appropriate department Directors/Managers.
- Prepares monthly close journal entries as assigned.
- Support timely monthly and year-end financial close.
- Prepare reconciliations of subledgers to the general ledger account balances.
- Ensure that payroll and other expenses are being allocated properly.
- Develop a comprehensive understanding of Agency's current grant funding and the associated programs which are funded with those dollars.
- Ensure all grants are accounted for properly by program in accounting system.
- Accurate and timely preparation and tracking of grant vouchers and reports.
- Track and reconcile all funder balances to Deferred Income account.
- Prepares documentation for annual audit as required.
- Maintain confidentiality of all client, employee, protected and proprietary information.
- Maintain relationships with program directors, managers, external grant managers and program officers of funding bodies.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS:

- Bachelor's Degree in accounting, business, finance or related field.
- Previous experience working in a nonprofit organization, including multiple program allocations, grants and other funding.
- 3-5 years accounting experience working with GL, AR required.
- Experience with accounting system software required, Blackbaud Financial Edge NXT a plus.
- Proficiency in MS Office, Excel.
- High degree of accuracy and attention to detail.
- Ability to reconcile, identify, research and resolve issues
- Effective verbal and written communication skills
- Excellent organizational, time management and problem solving skills.
- Ability to effectively work with diverse groups of people within and outside of the organization, and collaborate with staff at all organizational levels.
- Ability to work independently as well as part of a team with flexibility to assist with other accounting tasks and projects as needed.

To apply, please submit resume, cover letter and compensation requirements to: slong@badenstreet.org

Baden Street Settlement is a nonprofit organization that improves the quality of life of adults, children and families of neighborhood residents. Baden Street Settlement programs include Daycare, Pre-School & After School programs; Mature Adults recreation and resource center; Alcohol & Chemical Addiction counseling and treatment, and Emergency & Family Assistance.