



Senior Accountant

Job Description

Position Overview

Reporting to the Executive Director/CEO, the Senior Accountant, with an in-depth understanding of Generally Accepted Accounting Principles (GAAP), is responsible for general accounting duties, including but not limited to AR/AP management, tax and audit preparation, budget management, tracking, and forecasting; and all other critical fiscal management responsibilities.

The position is exempt and requires an average of 40 hours per week, a hybrid schedule Monday through Friday, 9:00 am to 5:00 pm, and occasional attendance at events and meetings on evenings or weekends. All staff and volunteers observe the recommended pandemic safety protocols (physical distance, masks, etc.).

Primary Responsibilities

- Ensures income and expense budgets and actuals are entered and monitored monthly; monitors payables and receivables; prepares monthly, quarterly, and annual financial statements and reports, including Statement of Financial Position (Balance Sheet), Statement of Activity (Profit and Loss), etc.
- Prepare timely monthly, quarterly, and year-end financial close, including journal entries, balance sheet, bank, credit card, and investment account reconciliations, accruals, and overall maintenance of all operational accounts.
- Maintain financial transactions and records in QuickBooks and ensure accurate and timely recordings of income and expenses; enter and track cash disbursements by expense accounts, programs, and funding sources.
- Maintain and improve the chart of accounts; investigate and resolve discrepancies in payments or accounts; correct errors by posting adjusting entries in Quick Books Accounting software.
- Production of high-level financials for the Board of Directors and program/department leads; prepare special reports, including dashboard reports that non-finance professionals can easily understand.
- Prepares budget forecasting and related reports.
- Work with the Accountant and assist with month-end closing, including analysis and journal preparation.
- Submit periodic filings and permits (e.g., special event permits, ABC License, etc.) as needed.
- Oversees purchasing processes to ensure they reflect best practices and comply with company policies and donor restrictions.



- Collaborate with external auditors to prepare the annual audit, tax filings, and manage the successful passing of the annual audit.
- Ensures accurate and on-time reporting and submission for grants and other invoices.
- Coordinates with the Development Department for event invoicing, donor credit card processing, and ensuring timely donation processing.
- Support the Finance and Investment Committees, including but not limited to scheduling and attending finance and board meetings, preparing, and sending agendas and documents, recording meeting minutes, and disseminating reports
- Provide financial insights and analysis to support decision-making processes
- Create and prepare, in collaboration with the Leadership Team, the annual budget.
- Monitor endowment and restricted funding to ensure complete financial utilization
- Meet all confidential requirements regarding managing financial, donor, and personnel information, including distribution controls, secure filing and disposal, and records retention and storage
- Other duties as assigned.

Skills You'll Need:

- Financial Management and Reporting
- Strong Analytical Skills
- Goal oriented
- Detail Oriented
- Organizational Skills
- Ethical Conduct
- Strong administrative and analytical skills

Qualifications

- Education: Bachelor's degree in accounting, finance, or a related field
- Experience: Minimum of 3 years of accounting experience, preferably within the nonprofit sector or related field
- Technical Skills: Proficiency in QuickBooks Online, Microsoft Office Suite (Word, PowerPoint), and intermediate skills with Excel (i.e., pivot tables, V-lookup, representing data with charts and graphs, etc.) is a plus.
- Analytical Skills: Strong analytical and problem-solving skills
- Attention to Detail: High level of accuracy and attention to detail



- Communication Skills: Excellent written and verbal communication skills
- Organizational Skills: Strong organizational skills with the ability to handle multiple tasks and meet deadlines

BENEFITS & PERKS:

LBPLF offers a competitive benefits package, including comprehensive health coverage, a Hybrid schedule, a Simple IRA with agency contribution, and paid sick/vacation/holidays. We also offer professional development opportunities tailored to your career growth.

EEO Statement:

All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. LBPLF does not discriminate based on any protected status under federal, state, or local law. LBPLF is an equal opportunity employer committed to a diverse and inclusive workforce

APPLICATION PROCESS:

Interested candidates can apply by sending a resume and cover letter to info@lbplfoundation.org by August 31, 2024. Please include references in your application

SALARY DESCRIPTION

\$70,000 - \$80,000 annually with benefits including paid sick/vacation/holidays and a simple IRA plan with a 3% employer match.