

LEAD ACCOUNTANT

DEPARTMENT: Finance

SUPERVISOR: CFO

Approved by: Chief Operating OfficerDate: April, 2019

FLSA: Exempt

POSITION SUMMARY

Responsible for day-to-day and monthly accounting functions through to trial balance and financial statement presentation and reconciliation, including account lead sheets and audit preparation work. Handles daily billing or oversight which can include, Medicaid, state, grant, town, corporate or donor billing, cash disbursements, accounts payable, regulatory and tax filings including sales tax, property tax, etc. Performs accounts receivable reconciliation, day-to-day operations and follow up, regulatory and budget analysis, and projects and analysis as needed.

QUALIFICATIONS**Education, Experience, Training:**

Bachelor's Degree in Accounting with at least three years experience including working with outside accountants undergoing financial statements and federal program audits.

Knowledge, Skills, Ability:

- Knowledge of accounting processes and transactions
- Ability to apply standards and fiscal operating policy
- Excellent skills with Excel and other financial software programs
- Accuracy and attention to detail
- Ability to handle sensitive information in a confidential manner
- Strong organization and time management skills, with the ability to prioritize assignments and to follow-through on completion
- Ability to improve process efficiency while maintaining internal controls
- Leadership, process improvement, problem solving and communication skills

Physical Requirements:

Sedentary work. Repetitive motion, close visual acuity, talking, listening. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS

75% Ensures accurate accounting and reconciliation of accounting processes; provides balance sheet and income statement monthly financial statements and analysis, including bank reconciliations, account analysis and lead sheets; ensures accurate billing and account reconciliation; assists with process and system improvement applying full knowledge of accounting and billing systems; confirms that journal entries are properly accounted for and maintained in order; coordinates with accounting program staff to ensure that all daily operations are accurately reported in the financial statements.

25% Assists with financial tasks conducts special projects and analysis as requested by CFO

SUPERVISORY RESPONSIBILITIES

Responsible for own work and leads team as needed under direction of CFO

AUTHORITY/ACCOUNTABILITY

Responsible for assuring transactions are recorded correctly, including monthly reconciliations and financial statement preparation. Applies agency policies to job tasks and communicates with management as needed.

PROBLEM SOLVING

Lead Accountant must resolve issues with adjustments, changes, and balancing within appropriate internal control approvals.