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**POSITION OPEN:** Senior Accountant

**DATE AVAILABLE:** Immediately

**SALARY RANGE: R7/$ $73,00– $93,000**

**Responsibilities:**

* Provides oversite of the day-to-day operations of the Business Office, which includes financial accounting, accounts payables/purchasing, accounts receivable/cash receipts, payroll, receptionist and Passport Office.

**Duties:**

* Oversees the preparation of periodic monthly closing and periodic financial statements and Board reporting.
* Ensures that financial reports comply with generally accepted accounting principles (GAAP).
* Assists external auditors and provides required statements and information for the annual audit.
* Responsible for maintaining relationships with banks used by the Library.
* Reviews budget report and assists other departments to prepare annual budgets.
* Maintains and build documented system of accounting policies and procedures.
* Identifies and recommends updates to accounting processes and procedures.
* Assists with ongoing implementation of the accounting and payroll software modules.
* Monitor cash, including reconciling monthly bank statements.
* Knowledge of accounts payable and payroll processing and procedures to provide back-up support if necessary.
* Performs other related duties as assigned.

**Required Skills/Qualifications:**

* Bachelor’s degree in Accounting or Business Administration preferred.
* 7-10 years accounting experience; knowledge of nonprofit accounting a plus.
* A firm understanding of Generally Accepted Accounting Principles (GAAP).
* Mastery of accounting software, Blackbaud Financial Edge NXT desirable.
* Demonstrated proficiency in MS Office.
* Detail-oriented and able to process data with the right balance between accuracy and efficiency.
* Strong analytical and problem–solving skills, as well as strong interpersonal, verbal, and written communication skills.
* Independent, organized, and a flexible work style.
* Proven ability to maintain confidentiality.