

## **CLIENT OVERVIEW**

The mission of this financial organization is to partner with member shareholders in the region to provide competitively priced funding, a reasonable return on investment, and support for community investment activities to promote home ownership.

## **POSTION SUMMARY**

The senior accountant is responsible for applying accounting principles to capture, create and analyze financial information; executing appropriate internal controls over financial reporting; developing and maintaining procedures, and assisting with special projects and/or ad hoc requests.

## **ESSENTIAL DUTIES**

- Analyze and reconcile specified balance sheet accounts on a monthly basis
- Compile and analyze financial information to help prepare monthly, quarterly, and annual financial statements
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Ensure accurate and timely monthly, quarterly and year-end financial close
- Assist in the execution of, development of, and maintenance of accounting policies, procedures and controls in accordance with sound accounting principles, applicable regulations and laws, as well as best practices
- Independently identify and resolve accounting discrepancies and irregularities
- Participate in internal and external audits
- Assess and advise on operational process improvement opportunities
- Ad Hoc reporting as needed

## **REQUIREMENTS**

- Bachelor's degree in Accounting or related field
- 2-5 years of accounting experience (SEC Registrant a plus)
- CPA and/or MBA (a plus)

## **KNOWLEDGE/ SKILLS**

- General Ledger experience (Workday a plus)
- Microsoft Excel & Access
- Strong analytical skills

## **Senior Accountant**

- Detail-oriented, organized, and able to work independently
- Proficiency in word processing and spreadsheet software
- Excellent oral and written communication skills
- Prioritizes and plans work activities efficiently
- Ability to work in a fast-paced, multi-tasked environment with firm deadlines
- Demonstrated ability to successfully collaborate with others across the organization
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Shows respect and sensitivity to people of diverse age, ethnic, racial, and socioeconomic backgrounds