

Senior Accountant

United Needs & Abilities, Inc. is looking for an enthusiastic, detail oriented, self-motivated Senior Accountant to join our team! UNA is seeking a Senior Accountant who is interested in a long-term employment relationship with our agency. We offer health insurance reimbursement, dental, vision, 401K and paid time off for full time employees. Under the direct supervision of the Chief Financial Officer (CFO), the Senior Accountant will carry out the day-to-day accounting functions of the organization as assigned.

Senior Accountant Core Competencies:

- **Attention to Detail:** Ability to review and identify inconsistencies in large amounts of data or information and to ensure consistency and accuracy in financial reporting.
- **Critical Thinking:** Ability to evaluate financial reports, apply accounting practices to new information and identify solutions to financial problems such as non-payments, overages or balancing a budget within ethical standards of practice and DDA requirements.
- **Problem-Solving:** Identify transactional errors that may cause accounts to be out of balance and resolve reconciliation errors.
- **Data Analysis:** Data analysis to create informational reports based on financial data such as account budgets, revenue and expenses.
- **Flexibility:** Willingness to take on new duties and adjust processes as operations evolve, to strengthen the services provided to internal and external clients and comply with regulations.
- **Compassion:** Desire to relate positively to individuals, families, and government agencies, and to work cooperatively with associates at all levels.

Senior Accountant Essential Roles and Responsibilities:

- Process invoices from vendors for payment – enter information into computer system, prepare checks, have checks signed, and file invoices. Apply logic to evaluate results. Interact with vendors to resolve billing concerns.
- Perform credit card reconciliations – review statement charges, collect receipts for expenses, compile monthly spending ledgers and compare to budgets. Explore any questionable transactions.
- Contribute information for various audits – compile data for multiple audits that occur through the year, as requested by management. Examine data to ensure it makes sense.
- Carry out detailed and accurate reconciliations – compare information in various systems to confirm accuracy and investigate differences. Make necessary entries into the general ledger as needed.
- Maintain accounts receivable for client accounts – record Social Security benefits, miscellaneous expenses, and initiate allowance payments to clients. Prepare accurate monthly and/or quarterly summary of activity of client's accounts for management review. Analyze results for reasonableness.
- Participate in biweekly payroll process – ensure accurate payment of wages and benefits. Assist in resolving payroll related issues and developing a strong relationship with employees as well as outside vendors. Scrutinize data and research any questionable results.
- Respond to specific requests from management – history of vendor payments, special reports and analysis related to payroll, overtime, PTO, etc. Use logic to interpret outcomes.

Education/Qualifications:

- Bachelor's degree in accounting or a equivalent experience
- Expertise using QuickBooks desktop, including building custom reports on demand
- Extensive knowledge of Excel, involving use of pivot tables and complex formulas
- Proficiency in Microsoft Office software applications
- DDA experience preferred but not required