THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Senior Accountant STATUS: Exempt

# REPORTS TO: Controller DATE: August 2016

# Position Summary:

Responsible for general accounting functions to include recordkeeping, accounts payable, reimbursements and journal entries. Assists in maintaining the integrity of financial reporting, internal accounting, tax reporting, and adherence to financial policies and procedures. Works on special projects as assigned by the Controller and Vice President for Finance.

# Responsibilities Include:

* Reviews accounts payable and expense reimbursement requests. Posts journal entries.

* Reconciles checking accounts, custody account, and petty cash.
* Reviews processing of grant payments and prepares grant stock transfers.
* Prepares cash flow analysis.
* Processes fixed assets purchases and retirements. Maintains fixed asset database.
* Prepares flash reports and monthly financial statements.
* Processes tax payments and assists in filing tax returns. Reviews Form 1099 MISC. Prepares tax schedules.
* Records partnership tax information, prepares partnership basis tracking, and prepares additional tax forms.
* Maintains file for Foundation agents.
* Assists with the preparation of committee agenda books.
* Assists with budgeting, preparing audit work papers and annual financial statements as needed.
* Maintains accounting database financial report templates and chart of accounts. Tracks database upgrades and performs year-end closing procedures.
* Authority to initiate or approve cash transfers at bank and custodian for cash management.
* Maintains working relationships and communicates with limited partnerships and tax software provider.
* Responds to inquiries from government agencies regarding tax filings, compliance, claims, and related matters.
* Performs tax research as needed.
* Maintains tax records and files.
* Remains current on events and updates which affect the financial and tax aspects of the Foundation.
* Maintains data mart virtual ledgers.

**Other Duties and Assignments:**

Other duties as may be assigned by the Controller and Vice President for Finance to fill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Controller. Regular interaction with other employees to gather information. Occasional contact with custodian, limited partnerships, vendors, and grantees. Provides functional advice and training to Accounting Assistant.

**Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; effectiveness of communications and development of good working relationships with management, co-workers, and outside vendors; professional workplace appearance and conduct; understands and adheres to Foundation policies and procedures; ability to keep Foundation information confidential; detail oriented and accurate; willing and able to provide ideas for process improvement; problem solver.

**Knowledge, Skills and Abilities:**

Bachelor’s degree in accounting or finance or comparable years of experience in an accounting role in a general office environment. CPA or financial designation and familiarity with non-profits is advantageous. Working knowledge of investment, accounting, tax and grants software; fundamental understanding of investments including terminology, investment products and investment monitoring software; tax research and audit preparation. Must show continued advancement of the previously mentioned areas of knowledge.

This position requires strong analytical, communication, and organizational skills, and advanced spreadsheet/database skills; project oriented; critical thinking. Ability to perform moderately complex tax research and audit preparation, identify and escalate issues, meet deadlines, adapt and adopt to new technology, work independently.

**Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40+ hours a week.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Controller or Vice President for Finance. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date