



COVENANT HOUSE PENNSYLVANIA

JOB DESCRIPTION

Position Title: Senior Accounting Manager

Status: Exempt/Full Time

Reports To: Director of Finance

Date: September 21, 2020

Goal of Position: Responsible for the completion and review of month-end journal entries and reconciliations, preparing monthly financial reports, ensuring accurate accounts payable processing, checking payroll and related benefit transactions for the agency, accurate recording of revenue and accounts receivable, ensuring managers understand their budgeted and actual expenses and will maintain the Covenant House Pennsylvania Accounting system and control processes while ensuring compliance with the agency's Mission.

Principle Duties and Responsibilities (Duties include but are not limited to):

- Check and approve month-end journal entries
- Completing and check reconciliations
- Timely production of accurate monthly financial reports
- Reviewing budget vs. actual with managers
- Manage the Accounting Manager and ensure all work is completed accurately and timely. In the event the Accounting Manager is absent the Senior Accounting Manager will complete the responsibilities of the Accounting Manager
- Review and approve invoices entered by the Accounting Manager
- Maintain the integrity of accounts payable system by ensuring accurate information
- Perform quarterly departmental audits including but not limited to petty cash, youth savings and transportation passes.
- Provide the Director of Finance with the positive pay file
- Ensure all vendor payment issues have been resolved and all payments are made timely
- Assist the Director of Finance and Accounting Manager in preparing financial data for internal and external audits.
- Attend Coordinator Meetings
- Check bi-monthly payroll and manual pay check distribution
- Maintain the integrity of payroll data base by ensuring accurate and current information.
- Complete quarterly accrual audits
- Check reconciliations for funding report for 403B and ensure timely payments of funds to Transamerica for employee accounts.
- Compete all grant invoicing and track grants through the accounting system and through the payroll system.
- Prepare and upload the budget template into the accounting system
- Review W-2s, Complete 1099s and 1095-Cs
- All other duties as assigned by the Director of Finance

QUALIFICATIONS:

Experienced Required: 3-4 years in similar function. Familiar with accounting principles and managerial experience.

Education Required: Minimum B.A. degree in accounting, finance or related fields; 5 years' experience in accounting is preferred.

Other Requirements:

- Ability to communicate effectively both orally and in writing.
- Ability to work in a team setting and maintain effective working relationships with superiors, subordinates, peers, representatives of other agencies and the general public.
- Efficiency with Microsoft Office and related applications, e.g., MS Word, Excel, Access, Power-Point, etc.
- Proficient with standard office equipment, e.g., adding machine, typewriter, copier, and computer.
- Infor Lawson experience preferred but not required.
- ADP experience preferred but not required.

Americans with Disability Specifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to intense heat and cold temperatures, fire, sharp instruments and equipment.

The noise level in the work environment is usually moderate, but can be intense.

Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency and the Corporation

Print Employee Name: _____

Employee Signature: _____

Date: _____