



---

## SENIOR ACCOUNTANT

---

**Summary of Position:** Under the immediate supervision of the Controller, the Senior Accountant will assist in preparing financial and operating reports; apply principles of accounting and statistical analysis in order to prepare and maintain general accounting systems; and prepare financial analysis as required. The Senior Accountant will also serve as the team lead in the monthly close process.

**Position Type:** This position is exempt and reports to the Controller.

**Essential Functions:** The functions listed below are representative of the knowledge, skills and/or ability required for the position.

- Monitors and works to improve accounting procedures, internal controls, and database management
- Works closely with private and governmental auditors and grantors throughout the year to verify and justify reported income and expenses.
- Research and resolve inquiries from both internal and external staff.
- Perform financial analysis and modeling.
- Assist with the preparation of financial plans and operating and departmental budgets.
- Verifying cost allocation according to company procedures.
- Prepare monthly journal entries.
- Oversee check/ACH processing and supervision.
- Serve as back-up on reconciliation of bank statements to the GL
- Provide oversight corporate credit card transactions.
- Perform account reconciliations on essential balance sheet accounts.
- Provide oversight of payroll process.
- Assists in the analysis and reporting of revenue and expense statements and grants.
- Other duties as assigned by the Controller/CFO.

**Work Environment:** Hours of work are generally Monday through Friday, 9:00 AM to 5:00 PM.

**Qualifications:**

- A minimum of at least three to five years of related professional experience.
- Have a thorough understanding of Generally Accepted Accounting Principles.
- Experience with fund accounting in a non-profit or government entity is a plus.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- The ability to manage multiple concurrent projects in a deadline environment is required.
- Advance proficiency in Excel
- Familiarity with accounting systems such as Sage Intacct, Great Plains, or Financial Edge.
- Have strong communications skills – both verbal and written are a must.

**Pay Range:** \$50,000 - \$60,000

**Education Required:** A Bachelor's degree from an accredited college or university with a major area of study in Accounting, Finance or Business or a related field is required.

Volunteers of America of Illinois provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Reasonable accommodations are available and will be provided to qualified applicants and employees with disabilities. Generally, the individual with a disability must inform VOA of IL that an accommodation is needed.