

Position Title: Senior Accountant 1**Code:****Department:** Business Services**Group:** NISUP, ESPA eligible zone 18**Reports to:** Accounting Supervisor**Date:**

PURPOSE OF POSITION:

Serves as a member of the Fiscal and Administrative Team (FAST) and works closely with the FAST representatives (reps) to support Strategic Business Unit (SBU) and Support Services Unit (SSU) management teams. Supports the work of the SBU/SSU management teams through attendance at regularly scheduled meetings and preparation of management reports to support informed decision-making. Responsible for accounting functions, grants management, budget preparation, financial reporting, financial analysis, account reconciliation, journal entry preparation, file cleanup, and general ledger maintenance.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
 - ***Embody the IU13 Keys to the culture***
1. Performs bookkeeping, accounting, and clerical functions including budget preparation, financial reporting and analysis, account reconciliation and analysis, monthly close processes, general ledger maintenance, and initiating invoicing and journal entries.
 2. Under direction of and consultation with Supervisor, engages with Program Administrators to prepare timely, responsible budgets and to inform mid-course adjustment and financial strategy including budget development, financial reporting/analysis and other accounting services.
 3. Responsible for understanding and implementing fiscal and programmatic compliance requirements of assigned programs. Reads and understands fiscal and programmatic guidelines for all assigned programs and seeks FAST rep mentoring to build capacity for monitoring compliance.
 4. Accountable for ensuring adherence to federal Uniform Guidance and agency-specific compliance and staying current on regulatory policies and regulations. Under direction of and consultation with Supervisor, initiates conversations with team members regarding processes and procedures related to compliance tracking and improved processes.
 5. Prepares and analyzes Strategic Business Unit (SBU) quarterly reports. Under direction of and consultation with Supervisor, effectively presents information in both written and oral form, and responds to questions and concerns from SBU management. Regularly attends SBU/SSU management team meetings.
 6. Prepares reporting and year-end closeouts for assigned programs.
 7. Responsible for the timely completion of project assignments, including account reconciliations, account

This is not a complete itemization of all facets of this position.

Page 1 of 2

analysis, PowerPoint presentations, and historical and trend analysis utilizing charts and graphs.

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Page 1 of 2

8. Coordinates team processes as assigned and leads identified process improvement initiatives.
9. Gathers data and prepares audit documentation for local, state, and federal audit activities.
10. Maintains accurate and complete program information in the accounting software systems and program files.
11. Contributes to the effective team management of all problems, issues and opportunities. Makes recommendations and provides information/data to supervisor and other administrators for necessary changes within area of responsibility.
12. Accepts Team and Project assignments as defined by the Department Director and Program Director based on needs of the Department. Roles and responsibilities of Team members are subject to change based on needs of Business Department and Programs supported.
13. Adheres to the established work schedule through regular and consistent attendance, and recognizes the need and expectation to attend onsite meetings and activities as scheduled throughout the year.
14. Contributes to the effective team management of all problems, issues and opportunities through regular attendance at team meetings, sharing with team members, and taking the initiative for new and expanded opportunities.
15. Perform other duties as assigned.
16. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: Associates Degree or equivalent coursework required; Bachelor's Degree in Accounting or related field preferred. CPA, MBA, or Master's Degree in Business Field preferred with minimum of 7 years of progressive accounting experience in governmental accounting.

Skills:

- Knowledge of accounting principles and practices
- Ability to read, analyze, and interpret common professional and technical journals, business periodicals, financial reports, governmental regulations
- Advanced skills using MS Excel, MS Word
- Proficient with accounting software and related technology
- Proficient skills using MS Power Point and MS Access database software
- Accurate and efficient data entry
- Attention to detail
- Ability to work independently, prioritize tasks and make critical-work related decisions often-times under tight deadlines
- Must have excellent communication skills (verbal and written) and well-developed interpersonal skills to successfully work with other departments/functions
- Ability to define and analyze problems of a complex nature
- Tact and diplomacy
- Ability to handle confidential data

SUPERVISION OF PERSONNEL:

This is not a complete itemization of all facets of this position.
Page 2 of 2

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 90%
Walk/stand: 10%

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Normal office environment

I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date