



Transforming Parents' Lives. Improving Children's Futures.

Senior Accountant

Warren Village is actively seeking an energetic, passionate, and skilled Senior Accountant.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

Our next Senior Accountant will bring a skill set and knowledge base to take our financial strategy to the next level. We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

Job Description – Summary

Utilizing hands-on accounting experience and an in-depth understanding of accounting principles and company best practices, the senior accountant will perform complex accounting activities and financial analyses. The senior accountant will also serve as a team leader to orchestrate the annual budget process and month-end, quarter-end and year-end close process, oversee payroll and ensure the department creates accurate and timely financial records for the organization.

Essential Duties & Responsibilities:

- Prepare monthly journal entries, including, but not limited to, depreciation, in-kind, payroll, etc., appropriately adjusting entries and ensuring accuracy, completeness and conformance to standards defined within the department and Generally Accepted Accounting Principles. Reconcile accounts, research and correct discrepancies.
- Assist in the preparation of department budgets. Work with non-financial directors and managers to build their basic financial skills to maximize the organization's financial performance and ensure alignment with organizational objectives. Assist in the development of multi-year forecast estimates for department expenditures and revenues.
- Collaborate with directors to analyze and communicate variances against budgets and forecasts. Prepare monthly statements and visual reports by summarizing data, information, and trends to support decision-making.
- Coordinate monthly, quarterly and annual closings to ensure these activities are completed according to established schedules and deadlines.
- Oversee payroll administration, monitoring and performing all tasks necessary to accomplish the organization's payroll processing objectives, including maintaining relationships with external vendors, auditors and state and federal agencies and collaborating with the HR team. Facilitate management and employee understanding of payroll procedures and system processes and functionality.

- Directly supervise one or more employees with respect to hiring, performance management, coaching and developing, and termination. Audit the work of the accounting department. Review all journal entries of junior staff prior to posting to ensure accuracy. Ensure compliance with the financial procedures of the organization.
- Work with the Director of Finance on appropriate fiscal strategies for the organization and provide Board support. Prepare special reports for the Board, take minutes at monthly Finance Committee Meetings and attend and present at Finance Committee meetings if Director of Finance is unavailable.
- Review and recommend modifications to accounting systems and procedures to maintain and strengthen internal controls. Provide input into department's goal setting process.
- Assists in creating and maintaining various operations policies and procedures, and maintaining adequate business insurance (e.g. General Liability, Property, Director & Officer).
- Support the Development Department by preparing grant budgets, tracking grant spending and preparing grant reports.
- Contribute to strong client relationships through positive interactions with staff. Respond to questions and request for information in a timely manner.
- Updates job knowledge by keeping current with financial regulations and accepted practices; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Other duties as assigned

Knowledge, Skills and Abilities:

Required:

- Bachelors degree in Finance, Accounting or other related field. A minimum of 5 years of professional accounting experience
- Demonstrated understanding of non-profit financial standards and GAAP
- Leadership and supervisory experience
- Highly detail-oriented and organized
- Ability to meet a constant stream of deadlines
- Proven ability to work both independently and collaboratively with different levels of employees and people of diverse backgrounds and cultures
- Superior analytical and problem-solving skills
- Hands-on experience with accounting software - experience with Abila MIP Accounting Software strongly desired
- Proficiency with Microsoft Office, especially Excel and Word
- Strong integrity, discretion and ability to maintain confidentiality

Preferred:

- Masters in Accounting
- Experience with Abila Fundraising 50 and Yardi software systems
- Familiarity with HUD accounting

Salary & Benefits: This is a full time, exempt position with an attractive benefit package including medical, dental, and vision insurance as well as sick time, generous paid time off, flexible spending accounts, company paid Life, STD, and, LTD insurance, a child care discount in our fully accredited Early Learning Center, and a matching 403(b) retirement plan. Salary is commensurate with experience.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Senior Accountant

1. Resume
2. Cover letter

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.