

Senior Accountant

The Senior Account is responsible for revenue and debt financing recognition, and financial contract management. Supports payroll with timecards, reporting, and payroll processing. Assists in the maintenance of the general ledger, fixed assets records, cash management, grant invoicing, and financial statement, budget, and audit preparation. Works in partnership and joint accountability with other team members to achieve Neighborcare's Mission, Core Values, Service Commitments, and goals

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Primary Responsibilities

- Drive the monthly close & cost accounting process of the organization. Perform monthly accounting activities, including: revenue recognition, debt financing recognition, and financial statement preparation.
- Contract management for financial contracts, including: leases, rentals, service, and grants. Monitor financial data to ensure compliance, and work with finance team members to ensure reporting and invoicing requirements are met.
- Support payroll activities and function as backup to Payroll Administrator.
- Prepare audit schedules and assist external auditors.
- Apply financial analysis techniques to complex problems used in decision-making.
- Perform special projects as assigned within job qualifications.

Knowledge Skills & Ability

Required for this job:

- Experience with Financial Statement preparation.
- Revenue recognition experience, preferably in healthcare.
- Advanced knowledge in Microsoft Office products, including Excel and Access.
- Strong understanding and experience using financial and payroll systems, preferably MIP and UltiPro.
- Contract Management experience; including experience with federal contracts.
- Motivated self-starter that can work independently in a fast paced, ambiguous environment with limited supervision.
- Strong organizational and time management skills and the ability to balance various projects simultaneously, understanding prioritizations, with excellent attention to detail.

Preferred for this job:

- 2 years not-for-profit accounting experience.
- Federally Qualified Health Care (FQHC) experience.
- Report writing experience.
- Enjoys working at the top of their scope and partnering with other team members.
- Understanding of and experience in LEAN management principles.
- Effective communicator who is able to adapt communication style to different audiences.
- Values team work, problem solving, engagement and adaptability.
- Ability to work with individuals of varying ethnicities, socio-economic levels, cultures, and sexual orientations.

Experience

- 5 years accounting experience involving all facets of accounting, including financial statement preparation

Education

- **Required:** Bachelor's degree in Accounting or Finance and/or Business Administration with major in Accounting

Licenses / Certifications / Registrations

- **Preferred:** CPA