

## **Senior Accountant**

Worksystems – Portland, OR

The Senior Accountant is a vitally important position at Worksystems, a non-profit organization that works to improve the quality of the workforce in the City of Portland, Multnomah and Washington Counties. Worksystems' resources include over 75 grants and other funding sources, including Federal formula grants, competitive grants, and state, local and private funding. The agency enters into agreements with subrecipients and contractors to deliver programs and services. The Senior Accountant, a position that reports to the Chief Financial Officer, performs complex accounting activities and financial analyses, exercises judgement, and performs monthly close activities.

### **Essential Functions:**

This Senior Accountant will have responsibility for the essential functions listed below.

- Grant management - review subrecipient invoices, prepare grant reimbursement requests, prepare financial statements for grants, prepare grant budgets, analyze grant expenditures and identify trends, file grant close-out reports.
- Draw funds from state and federal agencies, ensure funds drawn are in accordance with cash needs of the project.
- Monitor grant and cost center accounting, ensure that expenditures are aligned with grant budgets, communicate areas of concern to appropriate managers, provide analysis and support for decision-making.
- Complete quarterly state and federal filings, such as quarterly Form 9130.
- Monitor subrecipients in accordance with grant requirements and regulations; provide technical assistance as necessary. Valid driver's license and properly licensed and insured automobile is required to travel to subrecipients' offices.
- Assist with monitoring examinations by grantors and other funders.
- Assist with annual external audit. Complete requested materials and prepare assigned schedules.
- Prepare journal entries, reconciliations, and allocations.
- Document procedures and workflow for assigned areas of responsibility.
- Contribute to department initiatives to streamline processes and improve workflow through the use of technology and other strategies. Take the lead on implementation of additional Blackbaud modules and functionality.
- Ensure compliance with GAAP and regulatory requirements.
- Review terms of grants to identify financial and accounting requirements and ensure compliance with federal regulations (2 CFR 200), GAAP, and industry standards
- Perform monthly and annual close processes.
- Work with program staff to monitor contractors' performance. Integrate grant and contractor monitoring with primary fiscal reporting systems, including the general ledger.
- May review or oversee work of others.
- Prepare special reports, answer questions and provide input on procedures and the legality and propriety of expenditures which may involve searching for and abstracting technical data, policies and procedures.
- Work on special projects as assigned.
- Create and promote a positive work environment.
- Other duties as assigned

**Qualifications:**

- Bachelor of Science in Accounting or equivalent from an accredited university
- At least five years of progressively responsible hands-on accounting experience, at least three years of which shall have been in a complex non-profit organization
- Thorough knowledge of GAAP and accounting systems and procedures; grant accounting principles and systems, budgeting protocol and procedures
- Strong computer skills, including advanced Excel skills; experience with Blackbaud Financial Edge software is a plus. Experience implementing new Financial Edge applications is desirable.
- Strong problem-solving and analytical skills
- Accuracy and attention to detail in daily work and other projects; ability to meet communicated schedules and deadlines
- Ability to work independently and as a team player
- Strong communication skills, both verbal and written

Status: Exempt

Pay Grade: E5