

Opportunities for Chenango, Inc.

Position Available

Sr Staff Accountant – OFC, Central Office, wage based on experience and education. This is an exempt position.

Education/Certification and experience: BS degree in accounting or related field and 4-5 years' experience working in the accounting field minimum.

The Sr Staff Accountant works in cooperation with the Fiscal Director and other employees in the Fiscal office to complete required daily, monthly, and yearly responsibilities. Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

Employee must have excellent verbal and written communication as well as problem solving skills. Good communication & coordination with company personnel is required. Knowledge of related computer applications adding machine, and telephone.

Application and/or letter of intent will be accepted until filled.

Please send Resume and Cover Letter:

Opportunities for Chenango, Inc.

44 W Main St

Norwich, NY 13815

Attn: Robin Tuttle

Fax: 607-336-4305 or email: rtuttle@ofcinc.org

Equal Opportunity Employer, Drug Free Environment

Opportunities for Chenango Job Description

Job Title: Senior Staff Accountant
Department: Fiscal
Reports To: Finance Director
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 06/19/17
Approved By:
Approved Date:

Summary

The Senior Staff Accountant works in cooperation with the Fiscal Director and other employees in the Fiscal office to complete required daily, monthly, and yearly responsibilities. Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties. This position is responsible to act as the Finance Director and maintain the position and responsibilities during the Finance Director's absence.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

Distributes expenditures, encumbrances, receipts, and receivables according to schedules.

Determines proper handling of financial transactions and approves transactions within designated limits.

Monitors compliance with generally accepted accounting principles and company procedures.

Reviews, investigates, and resolves errors and inconsistencies in financial entries, documents, and reports.

Analyzes and reconciles balance sheet accounts and prepares month end and annual accruals.

Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.

Maintains fixed assets scheduled including; depreciation, amortizations, disposals and new acquisitions.

Conducts studies and determines the recommendation for improving the organization's accounting operation.

Collects appropriate data and prepares federal, state, and local reports and tax returns.

Prepares, completes, and processes the bi-weekly payroll in the Evolution system.

Allocates payroll to appropriate funding sources.

Knowledgeable in the time card system, able to enter data and corrections for employees and supervisors as requested.

Reconciles various agency bank accounts.

Records agency cash receipts.

Prepare month and year end reports and provide oversight on agency audits.

Reconciles all agency fund raising accounts.

Prepares rent reconciliation for agency properties.

Maintains all aspects of financial reporting for East Hills Senior Living Center which includes entering invoices, recording cash receipts, and budgeting.

Oversees the fiscal department in the absence of the Finance Director to ensure proper maintenance of all accounting systems and functions

Establishes and maintains contacts with board members, financial institutions, and the investment community.

Remains up-to-date on nonprofit audit and best practices as well as state and federal law regarding non-profit operations

Supervisory Responsibilities

Maintains the Finance Directors supervisory responsibilities during his/her absence.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Sets expectations and monitors delegated activities.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Displays orientation to profitability; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

BS degree in accounting or related field and 4-5 years' experience working in the accounting field minimum.

Ability to work effectively and communicate as part of the fiscal team.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; PAYCO and Evolution Payroll systems; Microsoft Excel Spreadsheet software and Microsoft Word Word Processing software.

Certificates, Licenses, Registrations

Valid NYS driver's license.

Other Skills and Abilities

Knowledge of fund accounting preferred.

Familiar with generally accepted accounting principles of accounting and basic book keeping procedures.

Knowledge of related computer applications, adding machine, and spreadsheets required.

Exempt Status

Minimum Wage \$656.25 Weekly

Expectations M-F, Min. 35 Hours per week

Classified as FLSA Administrative

Reports Directly to the Finance Director

Primary duties are performing office work related to financial management and supervision.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Supplementary Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The document does not create an employment contract, implied or otherwise, other than "at will" relationship.

Employee Signature

Date