

## Senior Accountant Job Posting

Founded in 2002, by the United Ways of New Jersey, NJ 211 is a nonprofit created to help people find community resources that address the basic needs of life – food, shelter, health care and more. NJ 211 is mission-driven and works tirelessly, 24/7, to answer the call for help via phone, text, chat and email. The goal is to empower people with referrals, information and hope to address their needs. With an annual budget of \$7M from government and charitable dollars, NJ 211 has become a trusted resource that residents, professionals and state officials turn to times of personal crisis and statewide disasters. With national accreditation from AIRS, NJ 211 utilizes best practices in delivering information and referral services.

NJ 211 is a friendly, fast-paced and demanding work environment. Our new and professional office offers a comfortable work atmosphere, conveniently located near Route 287 and Route 10. We value a life-work balance and provide four weeks PTO, flex time and hybrid schedules. Individuals with a passion for helping others will thrive at NJ 211.

### Position Overview:

The Senior Accountant (SA) will be responsible for all aspects of the financial operation for the organization. Reporting directly to the Executive Director (ED), the SA provides accounting, budgetary, operational and programmatic support for all the organization's programs and services. The SA directly oversees and supervises the financial/accounting and administration. The SA is an active member of the executive team helping to develop and implement the agency's strategic plan. This position will supervise the Bookkeeper and any other finance staff as assigned.

The Senior Accountant will work closely with the Executive Director (ED), Chief Operating Officer (COO), and staff to educate them regarding finance and accounting procedures to enhance their program activities, and better integrate finance, human resources and information technology functions.

### Responsibilities:

- Actively manage the day-to-day accounting and financial operations of the agency.
- Supervise staff, provide performance evaluations and improvement plans
- Directs the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports.
- Responsible for preparation of GAAP financial statements, annual tax returns and other governmental agency reports.
- Develop/update cost allocation plans that comply with federal and state requirements.
- Report financial results and issues to the ED and Board of Directors.

- Oversee and review the preparation of all program financial reports required for multiple funding agencies.
- Manage the Billing, Accounts Receivable and Accounts payables functions/staffs and the integration of billing information into the accounting system.
- Oversee the organization's banking activities and actively manage cash flow to ensure it meets organization's needs.
- Manage the negotiation and execution of organization contracts with funding sources, vendors and collaborative service providers.
- Maintains an internal control environment that provides management with reasonable assurance as to the safeguarding of assets and the reliability of financial records for preparing accurate and timely financial statements and reports.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Manage the Professional Employer Organization (PEO), which provides a suite of services and technology that include payroll, benefits, performance evaluation, online training library and HR support.
- Review efficiency/effectiveness of employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Manage the agency's liability insurance program, including ongoing risk analysis.
- Serve as the agency's primary liaison with its independent auditors to ensure the annual audit and tax filings are completed accurately and timely.
- Reviews long-term economic trends and projects their impact on the organization's financial profile.

#### **Qualifications:**

- Bachelors or Masters in Finance or Accounting; Certified Public Accountant certification a plus.
- 10 years+ experience in financial management and accounting with an organization with operations in excess of \$5 million per year and over 50 employees, preferably with a non-profit agency
- Experience should include legal, audit, budget and grant management
- Experience managing federal, state and county grants and contracts
- Highly ethical with high level of integrity; self-motivated, dependable and reliable
- Detail oriented, attention to detail
- Able to interface easily with staff and other senior management personnel and funding sources
- Assimilate new information and technology
- Demonstrated resourcefulness in setting priorities, prosing new ways of creating efficiencies and organizational strategic planning.
- Proficient in QuickBooks and Microsoft Office
- Thrives in a dynamic, fast-paced environment

This position can be a hybrid position with work to be performed in the office 3 days a week.

NJ 211 is a disaster response organization working in partnership with the state emergency operation center. This requires all staff to be available during times of emergency, to work beyond normal hours and/or flexible hours to meet needs.

The salary range for the Senior Accountant position is \$80,000 - \$100,000 based on experience.

NJ 211 does not discriminate based on race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services and is an equal access/equal opportunity employer.