

SENIOR ACCOUNTANT

(Full Time Position)

This is a rewarding opportunity for senior accountants to share their experience and expertise to advance the missions of nonprofit organizations as a member of the Chazin & Company team—a premier provider of outsourced accounting services for nonprofit organizations. We offer an exciting professional environment that offers work/life balance and a flexible, full-time or part-time work schedule.

Responsibilities of the Senior Accountant:

The Senior Accountant is responsible for managing ongoing, day-to-day accounting and finance requirements for clients remotely as part of a Client Services Team

- Comprehensive financial statement preparation
- Monthly and quarterly account reconciliations
- Cash flow management
- Investment reconciliations
- Tracking and reporting of restricted funds
- Assistance with grant management
- Audit preparation (to include single audits)
- Presentation of the audit materials to the audit firm
- Follow up with the audit firm during and after the audit
- Indirect cost allocations
- Budget development and management
- Organization and maintenance of the client files including prior year audit and tax records
- Assistance with 990 preparation and other local, state and federal filings

Qualifications of the Senior Accountant:

- A Bachelor's Degree in Accounting, or equivalent combination of education and experience
- A minimum of five years of general accounting experience
- Extensive knowledge of generally accepted accounting principles
- Extensive experience with data management, recordkeeping and web-based applications
- Advanced knowledge Microsoft Office, Excel, and at least one broadly-used accounting package
- Excellent organizational, problem-solving, project management, and communication skills
- Experience in Audit preparation
- Ability to function well in a team-oriented virtual environment
- The desire and ability to become proficient with SAGE Intacct and other third-party applications
- The ability to work from home professionally and independently
- Nonprofit accounting experience preferred

Chazin & Company offers competitive salary and benefits: 401(k) matching, medical/dental plan and PTO. We are a company committed to quality work, quality people and giving back to the community.