



JOB DESCRIPTION

Job Title: *Senior Accountant*
Compensation: *Based on experience*
Work Schedule: *Part-Time: 25 – 30 hours per week*

Position Summary: The Senior Accountant will maintain the integrity of the General Ledger reporting system by ensuring that all journal entries are posted in a timely manner, assist with annual audit, prepare annual tax schedules & ensure subsidiary ledgers and journals are closed in accordance with established procedures and maintain compliance with grants.

Essential Job Functions: Through employee's own efforts, employee is responsible for accomplishing the following accurately and timely:

- Supervises subordinate staff
- Maintains general ledger
- Closes books monthly
- Assumes responsibility for the financial reporting and assisting with audit
- Creates and maintains the budget
- Performs financial analysis
- Assumes responsibility of cash management
- Handles grant compliance
- Regulates internal controls
- Other Duties as Assigned

Required Minimum Education, Experience and Skills:

- Bachelors degree in accounting or finance
- 7 to 9 years accounting experience
- Three years as Assistant Controller or Senior Accountant responsibilities with direct general ledger and financial reporting responsibilities
- Non-profit accounting experience or recent relevant training
- Advanced Excel software skills (use of financial, statistical and logical functions)
- Proficient in Quickbooks, Word, PowerPoint, Outlook, Windows Explorer etc.
- Comfortable with learning and using various software programs

Preferred Education, Experience and Skills:

- Controller or Assistant Controller in nonprofit organization
- Banking, mortgage broker, credit union or other financial institution experience
- Certified Public Accountant

About CommunityWorks Carolina

CommunityWorks (CWC), formerly known as Greenville Housing Fund, is non-profit organization and certified Community Development Financial Institution established in 2008 to promote affordable housing and community development as a critical vehicle for creating stable families and healthy communities in the Upstate of South Carolina. CWC strives to impact the quality of life of local residents and promote livable communities through our partnerships with individuals and organizations to provide affordable housing, community economic development, and financial stability opportunities to low wealth households. As a certified CDFI, CWC embodies its mission of **Building People and Places** as it targets a financially underserved population and focuses on developing neighborhoods to encourage mainstream financial products, money management skills, asset building, and overall financial independence.