CASES

JOB DESCRIPTION

Job Title: Sr. Accountant, Accounts Receivable & General Ledger

Reports to: Controller

Overview: A member of the fiscal department team, the Senior Accountant is responsible for revenue recognition, accounts receivable and for analyzing balance sheet accounts, as well as facilitating the monthly close by preparing the bi-weekly payroll upload and necessary adjusting entries. The Senior Accountant supervises the Staff Accountant to ensure timely and accurate analysis and recording entries.

Responsibilities:

- Supervising staff accountant, providing on-going guidance and feedback and preparation of annual reviews.
- Reviewing and posting accounts receivable, eft deposits, miscellaneous cash receipts and housing rents journals...
- Maintenance of accounts receivable subsidiary ledger, including client accounts in Financial Edge accounting system.
- Reconciliation of accounts receivable subsidiary ledger to general ledger.
- Using Financial Edge accounting system, gather, analyze and summarize general ledger data on an accrual basis to ensure accurate computer financial statements.
- Prepare monthly journal entries and adjusting entries as needed.
- Maintain and reconcile balance sheet and income accounts to the general ledger on a monthly basis.
- Work with Payroll Manager to review bi-weekly payroll, labor distribution, make any required corrections or adjustments and upload bi-weekly to the general ledger.
- Preparation of bi-weekly pension contribution and loan upload files.
- Maintain and reconcile on a monthly and quarterly basis all assigned payroll-related accounts, including employee advances, payroll liability accounts, employee deductions, benefits and tax accounts and payroll related line item expenses.
- Prepare the quarterly 941 tax reconciliation.
- Prepare schedules and provide support for annual audit and any funding agency or other audits.
- Assist with the annual preparation of worksheet analysis and supporting documents for the State Consolidated Fiscal Report (CFR).

- Research any significant variances and take follow up action when necessary
- Coordinate and ensure regular internal audits of petty cash accounts, review issues and any corrective action plans.
- Work with grants accountant and other staff to ensure timely follow-up on outstanding receivables both grantor agency and client or staff payments.
- Special projects as assigned.

Qualifications:

- Bachelors degree in Accounting or related field or equivalent work experience;
- Minimum 5 years work experience, preferably in a not for profit environment;
- Strong analytical and communication skills required;
- Excellent skills in Microsoft Excel;
- Financial Edge experience is a plus.

Salary: Commensurate with experience

How to apply: E-mail cover letter and resume in Word or PDF format to **casesjobs@cases.org**. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

CASES is proud to be an Equal Opportunity Employer. Employment with CASES is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status. We also actively recruit individuals with prior involvement in the criminal justice system.