

<b>Job Title:</b> Senior Accountant		
<b>Work Location:</b> 6 N. 5 <sup>th</sup> Street		
<b>Department:</b> Human Resources		
<b>Reports To:</b> Sr. Director of Finance		
<b>Work Environment:</b> Traditional Office Environment		
<b>Pay Grade:</b> 6		
<b>Physical Demands:</b> Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.		
<b>Work Hours:</b>	<b>Classification</b>	<b>Travel Required</b>
<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Yes      %
<input type="checkbox"/> Part Time	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> No

**Position Summary:**

The Senior Accountant is responsible for managing and enhancing the financial operations of the organization. Reporting to the Senior Director of Finance, this position ensures the accuracy of financial records, compliance with accounting standards (GAAP) and grant requirements, and provides critical financial insights to support decision-making. This role will require someone that is detail oriented and focused on process improvement as it relates to supporting the organization’s mission.

---

**Key Responsibilities**

- Work with Accounting Manager to manage accounts payable/receivable, and general ledger entries.
- Perform month-end closing, reconciliations, and financial reporting.
- Maintain and streamline internal controls and adherence to nonprofit accounting best practices.
- Monitor grant expenditures and prepare financial reports to ensure alignment with grant budgets.
- Prepare grant financial reports, track deadlines, and ensure compliance with funding requirements.
- Collaborate with program managers to allocate costs appropriately.
- Assist with preparation for external audits.
- Ensure adherence to federal, state, and local regulations, including nonprofit-specific guidelines.
- Recommend and implement process improvements leveraging technology.
- Support other functions as needed.

---

**Qualifications**

- Bachelor’s degree in Accounting, Finance, or related field
- Minimum of 3 years accounting experience - nonprofit experience highly desirable.
- Advanced Microsoft Excel skills.
- Strong analytical, organizational, and communication skills.
- Detail-oriented, with excellent problem-solving and analytical abilities.

**Preferred Qualifications**

- CPA or advanced degree preferred.
- Expertise in Quickbooks Online.
- Experience managing multiple funding streams from federal, state, and local sources.
- Exceptional analytical, organizational, and communication skills.

*The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

---

Employee Name Printed

---

Employee Signature

---

Date

---

Manager Signature

---

Date