

## **POSITION DESCRIPTION**

The Links, Incorporated and The Links Foundation, Incorporated

Job Title: **SENIOR ACCOUNTANT**

Position No.: **(TLI)**

Reports To: **Director of Finance** (or assigned designee)

FLSA Status: **Exempt**

Pay Group:  Executive  Administrative  Other

Appointment Type: **At-Will**

Date Certified: October 1, 2018 Job Series/Competency Level: **Financial Mgmt Level 3**

### **INTRODUCTION**

This position is responsible for ensuring that:

Financial transactions of The Links, Incorporated (the Organization) are accurately recorded in accordance with established policies and generally accepted accounting principles;

Financial statements and management information reports accurately reflect the financial position and activities of the Organization; Performance data is reported in a manner that supports management decision making;

Financial Statement audits and regulatory examinations are adequately planned and supported;

Policies, procedures and systems adequately protect the assets of the Organization and ensure the integrity, completeness and consistent calculation of information reported to the National President, the National Treasurer, the National Executive Council and the Finance Committee.

### **CONTROLS**

The incumbent reports to the Director of Finance. As an exempt employee, the incumbent in this position operates independently on a day-to-day basis within established guidelines, policies and procedures. Supervision is given on broad tasks; however, the incumbent is expected to handle daily activities with minimal need of direction or supervision.

### **DUTIES AND RESPONSIBILITIES**

This position is responsible for the following major (and other related) duties:

Perform accounting functions including the recording of account receivables, cash receipts, accounts payables, cash disbursements, investments, fixed assets, grants, payroll and all other transactions. Ensure that financial transactions are recorded accurately, timely and in accordance with established policies and generally accepted accounting principles.

Prepare and record journal entries and perform reconciliations to close the Organization's financial records at month's end.

Prepare monthly financial statements and management information reports.

Evaluate the Organization's financial performance in comparison with the budget and business objectives. Prepare management information reports, which represent the Organization's performance on a monthly basis. Provide explanations regarding performance variances and discuss

operational opportunities and challenges. Review performance data with the Director of Finance and Executive Director on a monthly basis. Develop financial forecasts and projections as requested.

Assist The Links Foundation, Incorporated with posting of donations (including restricted chapter donations) and supporting grants in subsidiary ledger records. Coordinating with Development and Fundraising/Donor Relations on the preparation and transmission of donor acknowledgement letters and response to chapter inquiries.

Monitor the workflow of accounting tasks/functions within the department. Proactively make and implement recommendations that provide opportunities to increase the operational effectiveness and efficiency of operations.

Proactively identify, evaluate, and present emerging trends and their effect on the strategic objectives of the Organization for planning and cash flow management.

Work with the Director of Finance and Executive Director to develop financial goals and to prepare the Organization's budgets for upcoming years.

Prepare and present responses to inquiries from federal, state and local government agencies to satisfy regulatory reporting requirements.

Prepare and provide information to assist the National President, the National Treasurer, the National Executive Council, the Finance Committee, and local chapters in responding to inquiries regarding finance-related reports and activity, including assistance in completing grant applications/reports.

Support the planning and execution of external audits and internal control reviews of business processes to ensure protection of the Organization's assets.

Maintain a familiarity with the accounting operations of The Links Foundation, Incorporated to accommodate serving as a backup to the Foundation's senior accountant.

Preferred competency with SAGE MIP accounting system

Perform all other related duties that may be required.

### **QUALIFICATION REQUIREMENTS**

The incumbent must maintain a thorough knowledge of the organization's policies, procedures, processes and systems; and must be able to demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed to meet the following requirements:

- Familiarity with thorough understanding of generally accepted accounting principles (GAAP) and a variety of the field's concepts, practices, and procedures to guide judgment in performing effectively and efficiently in the position.
- Strong problem-solving, analytical and mathematical skills.
- Excellent oral and written communication skills (including proficiency in grammar and spelling).

- Ability to establish and maintain effective working relationships with team members, internal and external clients, and other stakeholders.
- Ability to maintain high confidentiality of work related information and materials.
- Ability to work independently while handling multiple tasks with limited supervision and in a fast-paced environment.
- Maintain the applicable level of competency as defined in the organization's Statement of Competencies for Accounting positions.
- SAGE Accounting experience a plus.

### **EDUCATION**

A Bachelor's Degree in Accounting is required. A CPA is preferred. In lieu of CPA certification, extensive specialized experience may be taken into consideration.

### **SPECIALIZED EXPERIENCE**

- Three or more years of hands-on experience in the Accounting or related profession is required.
- Two or more years of Accounting experience in a not-for-profit environment and/or a membership organization is preferred.

### **COMPUTER SKILLS**

Advanced proficiency in Microsoft Office software (particularly Excel, Access, Word and PowerPoint) is required. Experience with automated financial management systems, including related software applications, is highly preferred.

### **PHYSICAL REQUIREMENTS**

- Occasional lifting of objects up to 10 lbs.
- Subject to standing, walking, sitting, bending, reaching, pushing and pulling.
- Occasional travel may be required

### **OTHER REQUIREMENTS:**

Pre-employment criminal background check is required for this position upon a formal offer of employment and may be conducted at any time throughout the employment life cycle. However, a criminal record does not automatically disqualify an applicant or employee.

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