



Job Description

Position Title:	Senior Accountant
Employment Classification:	Full-time; Hourly; Non-Exempt
Reports to:	Controller
Department:	Finance
Salary:	Based on level of experience and qualifications

Position Summary:	Responsible for entering donations into Raisers Edge, various financial and accounting duties such as billing, reconciliation and financial analysis of government contracts, participation in the month-end financial statement closing process, including the preparation of journal entries, preparation of monthly balance sheet account reconciliations and assisting the Controller in any other financial tasks as necessary.
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Major Areas of Responsibility:

- Entering all donations into Raisers Edge software
- Preparation of Government billings, including timely compilation of monthly data for government contract invoices, verification that contract compliance is adhered to, preparing and submitting the monthly invoices in a timely manner and recording and monitoring the contract receivables
- Payroll processing and journal entries
- Assist the Controller with monthly reconciliation of bank accounts
- Participate in the financial statement month-end closing process, including preparation of month-end journal entries, analyzing financial data for reasonableness and accuracy and making adjustments as necessary
- Monthly reconciliation of various general ledger balance sheet accounts
- Support the Controller in preparation of information related to financial audits of the organization
- Support the Development Department with collection of funds at events, and reconciliation and reporting of fundraising event results
- Other duties as assigned

Knowledge, Skill and Experience Requirements:

- Bachelors degree in Accounting/Finance preferred
- 3-5 years experience in the accounting field, preferably in the nonprofit industry
- Knowledge of Blackbaud software, including Financial Edge and Raisers Edge
- Strong computer proficiency required, especially with Excel and Word

Essential Qualities:

- Understanding of and passion for the Foundation's mission and vision
- Understanding of the structured timeframe of accounting tasks including payroll, monthly closing and accrual accounting

- Works well as part of the team and is willing and able to assist in functions that may come up from time to time outside their job duties
- Exemplifies the values of accountability, integrity and respect
- Is able to work with confidential financial information
- Demonstrates the ability of effective communication especially with regard to financial information

Working Environment/Physical Requirements:

Primarily an office job. Occasional driving to meetings/trainings (if applicable). Physical requirements include standing, sitting, typing, bending and lifting up to approximately 15 lbs.

Modification to work schedule may be made based on needs of the Foundation.

Orangewood Foundation is an Equal Opportunity Employer.