



Job Description

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

Position Summary:	Responsible for preparation of monthly balance sheet account reconciliations. Participate in the month-end financial statement closing process, including the preparation of journal entries. Assist with Accounts Payable entries and check preparation. Assisting the Controller in any other financial tasks as necessary.
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Major Areas of Responsibility:

- Monthly reconciliation of various general ledger balance sheet 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 allocations of benefits, and workers compensation insurance
- Record non-contributed revenue sources
- Assist with Accounts Payable invoice processing and check preparation
- 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.

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