



Position Title:	Senior Accountant – Revenue & AR
Supervisory Responsibilities:	Yes
Budget Responsibilities:	Yes
Reports To:	Controller
FLSA Classification:	Exempt
Date:	July 2025

POSITION SUMMARY:

The Senior Accountant is a key member of the Finance Team and works under the supervision of the Controller. Supervises one to two staff members. The Senior Accountant is detailed-oriented, has strong organizational skills, tech-savvy and is able to work independently. They have a strong background in nonprofit accounting with the ability to manage and monitor contracts, handle complex billing processes, and ensure GAAP compliance specifically related to revenue recognition and accounts receivables. Works in a fast-paced environment, must be able to accept a structured work environment, meet deadlines and work well under pressure. They assist the Director of Finance and Controller in maintaining accurate financial records; supporting the annual audit; working on the month-end and year-end close process, including preparation and analysis of financial statements and reports; and contributing to the continuous improvement of our financial procedures.

PRIMARY RESPONSIBILITIES:

1. Ensures revenue and donor pledges are recorded and tracked in accordance with GAAP.
2. Prepares and maintains revenue and receivable schedules.
3. Supervises and mentors one to two accounting staff
4. Serves as one of the point of contacts for contract monitors (at granting agencies)
5. Receives grant budgets and sets them up in accounting systems including inputting initial budgets into Intacct.
6. Maintains organized contract files.
7. Publishes and tracks billing/ payment deliverables.
8. Monitors budget to actuals for each grant and plan with Director of Finance/Controller grant closeout functions and assist Program Managers with budget questions.
9. Oversees the monthly and quarterly invoices for funders as well as other financial reports.
10. Oversees bank and credit card accounts reconciliations.
11. Monitors invoicing process and funders requirements and assists in preparation of invoices.
12. Ensure compliance of grants spending with Identity's policies/procedures and donor rules/regulations
13. Manages accounts receivable activities.
14. Assists in payroll audits, when needed.
15. Prepares and enters assigned month end and closing entries.
16. Performs, monitors and records all necessary accounts receivables entries; follows-up with necessary grantors when payments are late.
17. Prepares monthly AR and revenue schedules for management.
18. Assist in preparation of financial reports.
19. Assists in preparation for and serves as liaison for grants audits by the granting agencies and the yearly financial statement audit.
20. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identities strategic goals. Brings best self to the workplace and shares ideas and suggestions.

SECONDARY RESPONSIBILITIES:

1. Participates in organization's advocacy activities.
2. Performs other duties as assigned, required, or needed.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's degree in Accounting preferred or at least five years of experience working in a non-profit accounting environment.
- Strong Excel and data management skills required.
- Tech-savvy, experience working with Intacct, accounting software, and Microsoft Word and Excel required.
- Experience working with Docuware Document Management System and bill.com, a plus.

SKILLS AND ABILITIES:

- Bilingual English/Spanish a plus, but not required.
- Tech-savvy. Adept with computers, calculators, copier, and other office equipment.
- Organized, learns quickly, compiles and analyzes data.
- Performs required tasks with appropriate level of technical knowledge.
- Exhibits patience, self-confidence, and ability to build rapport with others
- Demonstrates strong customer orientation and diffuses situations with minimal disruption by working cooperatively and finding common ground with others.
- Detail oriented, thorough, and accurate in all work including reconciling and proofreading.
- Able to prioritize, organize multiple projects, and multi-task to meet deadlines with effective and efficient use of resources.
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Demonstrates sound judgment in all aspects of job responsibilities.
- Thrives in a fast-paced environment working independently and with a team.

WORK ENVIRONMENT:

- Hybrid work schedule – three days required in office – In-person work required during probationary period
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 80% of the workday.
- The ability to lift and move up to 10lbs.