Job Title: Accountant, Senior

JOB SUMMARY

The Accountant, Senior is responsible for performing a variety of advanced professional accounting duties associated with analyzing and preparing financial reports and financial information.

MAJOR DUTIES

- Trains, assigns, and directs the work of assigned personnel; provides guidance to less-experienced accountants; resolves difficult accounting problems;
- Facilitates general accounting functions, including accounts receivable, accounts payable, account reconciliation, purchasing, asset management, and cash management;
- Develops internal financial reports;
- Assists in the development and administration of budgets;
- Prepares budget comparison reports;
- Performs account reconciliation functions;
- Completes and analyzes financial reports to determine fiscal integrity and compliance with principles, standards, guidelines, policies and procedures;
- Collects and analyzes financial statistics and other accounting data to identify trends;
- Manages grant fund accounts.

COMPENTENCIES

- Knowledge of generally accepted accounting principles
- Knowledge of accounts management practices
- Knowledge of budgeting procedures
- Knowledge of relevant federal, state and TCSG regulations
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a course of study related to the occupation field *and* Three (3) years of related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.