



<b>Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.</b>			
<b>Job Title</b>	Sr. Accountant	<b>FLSA Status</b>	Exempt
<b>Program/Department</b>	Accounting/Finance	<b>Supervisory Responsibilities</b>	Yes
<b>Reports To</b>	Controller	<b>CEO Approval Date</b>	08/2020
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
<b>Pre-hire Qualifications</b> Clear background & drug screen			Yes
<b>POSITION OVERVIEW</b>			
<p>The Senior Accountant will assist the Controller with the oversight of the accounting operations of the agency, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.</p> <p>The Sr. Accountant must maintain professional integrity, exemplifying the values and mission of the organization, with the goal of providing staff an excellent employment experience in a coaching environment that supports growth, individual integrity, life-long learning and career satisfaction.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Reconciliation of the balance sheet accounts which include cash, prepaid expenses, accounts receivable, accounts payable, payroll/benefit accounts, net assets, etc.</li> <li>• Prepare miscellaneous journal entries including maintenance of recurring journal entries and allocations.</li> <li>• Maintain, update and reconcile the Fixed Assets System to the ledger monthly. Is responsible for the monthly depreciation entries.</li> <li>• Coordinate the month end close with the Controller.</li> <li>• Assist with preparation of annual agency, contract and governmental grant budgets.</li> <li>• Assist the Controller with the month end close process including preparation of timely and accurate monthly financial reports with variance explanations.</li> <li>• Assist in the coordination and execution of the annual financial audit.</li> <li>• Assist in the compilation of information for Sunbeam's annual 990.</li> </ul>			

- Assist Controller with the development and implementation of policies and procedures with emphasis on internal controls, process improvement and efficiencies, and compliance with uniform guidance and federal regulations.
- Assists as needed with monthly grant reporting and draws.
- Performs backup for all accounting staff to ensure that agency service continues in the event of the absence of a staff member.
- Performs other duties as assigned in a timely and efficient manner.

**OTHER DUTIES**

- Provide support for other duties needed in keeping with our mission, vision and values.

**JOB QUALIFICATIONS**

	<b>Minimally Required</b>	<b>Preferred</b>
Education	Bachelor’s degree in Accounting	CPA
Experience	3-5 years of accounting management in a non-profit environment.	Experience with federal grants is a plus.
Skills and knowledge	Excellent communication skills. Good organizational and time management skills. Competent using Windows Office 365 with an emphasis on Excel, Word and Power Point.	Experience with Sage Intacct Accounting Software a plus.
Abilities	Ability to handle and prioritize a variety of work assignments.  Ability to work and communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members  Process, protect and exercise discretion in handling confidential information and materials  Local travel required and must have valid Oklahoma driver’s license and insurance as required by the position	

**WORKING CONDITIONS**

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 25 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

Open office environment with various levels of activity in this workstation. Must be able to work with all clients and employees as necessary.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time.

**SUNBEAM’S CORE VALUES**

<u>Champion Spirit</u>	<u>Servant Heart</u>	<u>Sunny Attitude</u>
We work like a champion every day: paying attention to details and performing with excellence	We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done	We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

**SIGNATURE**

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee Signature	Name	Date:
Approved By:	Name	Date: