

# Senior Life Resources

N O R T H W E S T

**Position:** Accountant  
**Reports to:** Administrative Services Director  
**Classification:** Non-Exempt; Full-Time

**GENERAL POSITION SUMMARY:** The accountant position is accountable for the accounting operations of the company, 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 or international financial reporting standards.

## ESSENTIAL FUNCTIONS

- Provide guidance to accounting operations such as disbursements, accounts receivable, payroll and cash receipting as it relates to the proper recording of these to the general ledger and subsequent reporting to management, auditors, contractors and other interested stakeholders.
- Asset management including fixed and small and attractive assets. This includes proper GAAP accounting as well as assurance that SLR fixed assets, capital and otherwise are being used for SLR business purposes and are accounted for.
- Oversight of inventory processes and financial accounting and reporting.
- Oversight of the General Ledger and Chart of Accounts to ensure the proper accounting and reporting to meet Generally Accepted Accounting Principles and Contractor requirements.
- Risk management and insurance liaison.
- Oversight and management of critical operating and financial records.
- Oversight and management of all financial and non-financial reporting requirements for accuracy, timeliness and completeness.
- Preparation, monitoring and presentment of annual operating and capital budget.
- Liaison for all financial audits.
- Oversight and management of state, local and federal taxes as they apply to a non-profit corporation and the activities which are carried out.
- Design, oversight and management of internal controls to ensure that financial activities are properly recognized, accounted for and reported on and all activities fall within the core mission and business purposes of SLR.
- Effective written and verbal communications.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Oversight and management of the preparation of Form 990.
- Other duties as assigned.

## SPECIFIC JOB SKILLS

- Ability to read, write, speak and understand English.
- Able to carry out the guiding principles of Senior Life Resources Northwest.
- Knowledge of and experience with accounting standards, concepts and principles.
- Ability to promote and adhere to internal control best practices and the policies and procedures of the organization.
- Knowledge of Microsoft Access.
- Knowledge of and experience with client-server, web-based or enterprise accounting software.
- Ability to work independently and multi-task and respond to changing working conditions.
- Excellent oral and written communication skills.
- Ability to listen and communicate effectively with all clients, coworkers, vendors, contracting agencies, management, etc.

ADMIN Accountant

- Ability to demonstrate effective communication with the Executive Director, Administrative Services Director, Nutrition and Homecare Services Directors, and coworkers concerning completion of tasks, upcoming deadlines and other issues as they arise.
- Ability to prepare reports and analysis to facilitate management decision making.
- Ability to work independently with minimal supervision.
- Ability to plan, organize, problem-solve and exercise decision-making skills.
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships.
- Accurate data entry.
- Knowledge and proficient in the usage of computers, especially Microsoft Suite (i.e., Word, Excel, Access, Outlook, PowerPoint).
- Must be organized and have the ability to meet deadlines while multi- tasking.
- Strong technical accounting and payroll background

**WORKING CONDITIONS**

- Work is performed in an office environment.
- The position requires physical effort as a part of the essential functions. This includes seeing, hearing, writing, walking, standing, bending, prolonged periods of sitting, exposure to repetitive motion, occasional lifting up to 25 pounds and carrying of lightweight materials.

**WORK HABITS**

- Regular attendance, adaptability to changing work hours to meet work demands, initiative, accountability for performance, punctuality, teamwork, initiative, flexibility, courtesy, dependability and professionalism.

**EDUCATION AND/OR EXPERIENCE**

- At least 18 years of age with a Bachelor’s degree in accounting/finance (or related work experience) in business administration, accounting/finance or related field
- 5+ years of progressively responsible experience for a major company or division of a large corporation
- Relevant work experience with accounting, finance and other software systems.

**CONTINGENCY OF EMPLOYMENT**

- Acceptable criminal history background check
- Acceptable driving record
- Must have a personal vehicle
- Must provide proof of insurance on personal vehicle.

**Employee Acknowledgement**

I have received, reviewed and fully understand the job description of the Accountant. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee’s Signature \_\_\_\_\_

Date \_\_\_\_\_