

**OCCUPATIONAL DEVELOPMENT CENTER, INC.
JOB DESCRIPTION**

Job Title: Senior Staff Accountant

Approved by: _____

Salary Range: Classified

Date: _____

Supervised By: President/CEO

Supervises: Administrative Specialist, Accounts Payable Clerk, Program Billing Specialist

Personnel Classification: Leadership Team, Level 5

GENERAL DESCRIPTION

The Senior Staff Accountant will supervise the finance department staff and their daily responsibilities. The position also involved maintaining the general ledger, financial reporting, account reconciliation and analysis. All accounting functions relative to our multidivisional operation are coordinated, processed, and disseminated by this department.

KNOWLEDGE & EXPERIENCE

Bachelor's in Accounting/Finance is required. Thorough knowledge of accounting practices, processes, and procedures. The position requires the ability to review, interpret and analyze financial reports and activities and present opinions to management. Proficiency/experience in QuickBooks Desktop enterprise. Proficiency in Microsoft Excel. Managing manufacturing & cost accounting functions a plus.

SKILLS & ABILITIES

Strong work ethic and ability to accurately process and analyze financial transactions and communicate the results. Requires strong verbal and written communication skills, organizational skills, problem solving skills and ability to lead and mentor a team. Ability to be flexible, multi-task, work under pressure, meet deadlines and thrive in a fast-paced work environment.

OTHER QUALIFICATIONS

The individual filling the position be able to communicate accounting results with multiple levels of staff and management team members. He/She should also be able to relate well with company personnel. This is a challenging position requiring the effective coordination of data from all departments and periodically has demanding hours. Mandatory DHS Background Study.

COMMENTS

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining consumer confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

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SPECIFIC DUTIES AND RESPONSIBILITIES

1. Manage and/or have a full understanding of general accounting functions in accordance with GAAP and best practices, including, but not limited to, accounts payable, accounts receivable, payroll and general ledger entries.
2. Prepare and analyze monthly financial reports as required by the Finance/Audit Committee, Board of Directors and President/CEO.
3. Execute and oversee month-end closing process and reporting, and as needed financial analysis.
4. A full understanding of internal controls (in conjunction with corporate policies) as necessary to ensure reporting integrity, safeguard company assets, and identify risks.
5. Prepares the personal property returns. Works with the Auditor to coordinates the completion of the federal and state filing for the Non-profit and Corporation tax files.
6. Assists with year-end audits and act as a liaison between management and external auditors.
7. Coordinate and integrate efforts across divisions to enhance inventory accuracy. Work with divisions to research inventory discrepancies and make necessary corrections.
8. A full understanding of accounts receivable, program billing, cash applications and collections and be able to provide backup.
9. Coordinates completion of annual insurance coverage renewal for protection against property losses and potential liabilities.
10. In collaboration with the Vice President of Business Development & Operations, evaluate and assist in the financial analysis of new product and manufacturing equipment capital requests.
11. Perform other duties as assigned and as changing conditions require, and new opportunities arise.

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

Signature

_____/_____/_____
Date