

Position Description

Senior Accountant

We're looking for an organized Senior Accountant to join our team at the Appalachian Council of Governments, a regional government agency. The Senior Accountant will work closely with our Finance Team and the Aging Department and handle day-to-day accounting functions for the Aging Program.

General Purpose:

Performs technical, administrative and professional accounting duties in the creation and maintenance of accounting records and the review and analysis of financial transactions for the Aging Program.

Supervision Received:

Works under the general supervision of the of Finance Director

Essential Duties and Responsibilities:

- Prepares, monitors and amends Monthly Aging Program Financial Reports and In-House Budgets with the Aging Program Director
- Reviews monthly Client Data Reports and files and prepares turn-around documents to provider with questionable eligibility and prepares reimbursements to provider agencies
- Reviews Monthly Service and Fund Request from contracted providers
- Provides monthly Invoices to State Unit on Aging for contracted awards
- Reviews, monitors, supports and provides training regarding fiscal responsibilities to the Aging Program Providers
- Communication of fiscal concerns to Aging Program Director
- Prepares and analyzes the Aging Program related schedules for the Annual Audit Report
- Improve systems and procedures and initiates corrective actions with sub-recipients in coordination with the Aging Program Director

Desired Minimum Qualifications

- Bachelor's degree in accounting, finance, business or public administration, or a closely related field
- Knowledge of Federal and State Program requirements and State Data Base for reporting is a plus
- 5+ years of progressive accounting experience and responsibility
- Advanced computer skills in Microsoft Office, accounting software, spreadsheets and databases and expertise with Excel Spreadsheets is a plus
- Excellent organizational, problem-solving, project management and communication skills
- Detail and action oriented with a strong work ethic

- Good working knowledge of Federal regulations and familiarity with Older Americans Act programs is also a plus

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The person in this position will frequently communicate with providers and others regarding fiscal accounting. Must be able to exchange accurate information in these situations
- Must be able to remain in a stationary position for 50 % of the time
- The person in this position needs to occasionally move about inside the office to access file cabinets and office machinery
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Employee is frequently required to sit for extended periods
- Ability to lift and move up to 25 pounds

Competitive salary depending upon qualifications. Excellent benefit package.

To apply, email résumé with salary history and references to LSmith@scacog.org, or mail résumé with salary history and references to:

Appalachian Council of Governments
Loretta Smith, MHRD, HR Director
PO Box 6668
Greenville, SC 29606

NO PHONE CALLS PLEASE

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