

# Finance Department

## Senior Accountant

### **Skills and/or Experience Required**

- 4+ years' experience
- Bachelor's Degree in Accounting
- CPA and/or audit experience a plus
- Experience with Blackbaud, Financial Edge or Raiser's Edge preferred
- Superior organizational and communication skills
- Advanced Microsoft Excel skills
- Proficient in computer skills, including but not limited to Microsoft Office
- Collaborative workstyle, effective working in and across teams

### **Job Description**

#### General Ledger Analysis and Reconciliation

- Maintain Financial Edge Accounting System and Raiser's Edge Fundraising System
  - Analysis of certain General Ledger accounts, including cash, investments and accrued liabilities
  - Prepare export of transactions from Blackbaud Raiser's Edge CRM system and import of journal entries into Blackbaud Financial Edge general ledger
  - Prepare Merrill Lynch Bank reconciliations and troubleshooting with the banks and chapters
  - Assists CFO, controller and Finance staff with queries and analyses
  - Project and Program analysis and reconciliations in Financial Edge
  - Various Other special finance/accounting projects
- Analyze and Post Revenues from Raiser's Edge to Financial Edge
  - Check that date of deposit, banks, Project & Programs, events and restrictions are properly inputted into FE.
  - Review and analyze revenue from Raiser's Edge Input date for accuracy with regards to how it will post into Financial Edge
  - Contact and follow-up with chapters on necessary updates and adjustments to input in Raiser's Edge
  - Reconcile all online credit card transactions, to the bank, once they have been entered into Raiser's Edge.
  - Reconcile all Pooled Unrestricted scanned check deposits and credit cards transactions, to the bank, once they have been entered into Raiser's Edge.
  - Post Raiser's Edge transactions into Financial Edge on a weekly to monthly basis depending on volume of transactions entered into Raiser's Edge
  - Collaborate with the Chapters and the Database Department to assure accuracy of details and codings in the Raiser's Edge gift transactions and their effect on Financial Edge.



- Prepare audit schedules for
  - Expense & accrual accounts
  - Interest earned account for each bank account
  - Realized and Unrealized Gains/Losses
  - Assist with testing requests and work with auditor on audit questions and analysis
- Prepare, review and send Year End 1099's
- Reports to the Controller and Chief Financial Officer



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