



POSITION TITLE: Senior Accountant

EMPLOYMENT TYPE: Full Time, Exempt

UNIT ORGANIZATION: Accounting/Finance

REPORTS TO: Chief Financial Officer

SALARY RANGE: \$75,000-\$90,000

PURPOSE OF POSITION

The Senior Accountant will work closely with the CFO and other members of the finance and accounting team to support the organization's financial health. This role requires a solid understanding of Generally Accepted Accounting Principles (GAAP) and the ability to manage various accounting tasks that contribute to the efficient management of the organization's finances. The Senior Accountant will lead accurate financial reporting, oversee accounting processes, and support the organization's budget build process.

KEY AREAS OF RESPONSIBILITY

The primary responsibilities of this position include, but are not limited to:

- **General Ledger Management:** Manage the general ledger, reconcile several GL balance sheet accounts monthly, maintain documentation for the annual audit, and ensure all transactions are accurately recorded according to GAAP.
- **Month-end Close Process:** Prepare and review month – end and year – end journal entries, including supporting schedules for recurring and non – recurring entries, to ensure alignment with GAAP.
- **Bank Reconciliation:** Perform monthly bank reconciliation, resolving any discrepancies.
- **Financial Reporting:** Prepare monthly, quarterly, and annual finance statements, including balance sheets, income statements, and cash flow reports.
- **Budget Support:** Support the CEO and Program Leads in developing and monitoring the annual budget, providing ongoing analysis and reports on variance.
- **Compliance Support:** Work with the Grants Manager to ensure compliance with grant requirements and donor restrictions, particularly in tracking and reporting restricted and unrestricted funds.
- **Compliance & Audit:** Manages the independent audit for the organization and coordinates the filing of the annual IRS Form 990 and other financial compliance reporting.
- **Special Projects:** Participate in special financial projects, including financial analysis and system improvements.
- **Team Leadership:** Supervise finance and accounting staff, fostering a positive and collaborative work environment.

Experience

- 4+ years of experience in finance, accounting, or a related field is required. Relevant education will be considered in lieu of experience. Completion of 2–4-year degree in finance or accounting preferred.
- Use of accounting software required; knowledge of Abila MIP Accounting Software preferred
- Proven experience working with relational databases
- Proficient in Microsoft Office applications, including intermediate to advanced excel skills



CORE COMPETENCIES

- Excellent analytical and organizational skills
- A high degree of attention to detail and comfort in dealing with numbers, spreadsheets, and financial information.
- Ability to translate and effectively communicate financial concepts to various audiences with varying levels of financial understanding
- Able to work independently and as a productive member of a team
- Able to analyze a situation and develop and implement a solution

Application Instructions

Applications and inquiries can be directed to hiring@unitedwaynwvt.org. Please attach a copy of your resume and cover letter to your application. The deadline for applying is 02/06/2026.