



JOB TITLE: Senior Accountant	DEPARTMENT: Finance
ROLE & LEVEL: Non-Management	REPORTS TO: CFO
GRADE: 6 (40 hours)	FLSA STATUS: Salaried / Exempt
Hourly Rate: \$85-100,000k annual DOQ	
Resume & Cover Letter accepted via email / PDF format to: JRosado@nbvillage.com	Open until filled

WORK OBJECTIVE:

Responsible for managing and performing operational accounting related to accounts payable, accounts receivable, payroll, and general ledger responsibilities including monthly journal entries and balance sheet account reconciliations. Ensures accuracy and compliance with all applicable regulations and laws. Work is performed under direction with considerable latitude in the use of initiative and independent judgment. Position seeks technical guidance only on unusual or complex problems or issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the preparation and analysis of monthly, quarterly, and annual financial statements and management reports, ensuring accuracy and completeness of financial information.
- Prepares and reviews balance sheet account reconciliations, investigates variances and aged balances, and ensures reconciling items are resolved timely.
- Supports accounts receivable and revenue accounting by reviewing customer balances, reconciling receivable activity to the general ledger, researching discrepancies, and ensuring payments and adjustments are accurately recorded.
- Prepares and reviews accruals, prepaid expenses, deferred revenue, and other adjusting journal entries as part of the monthly and year-end closing process.
- Reviews outstanding receivables and aging reports, follows up on unresolved balances, and assists with collection and account reconciliation efforts.
- Performs monthly and year-end closing activities, including journal entries, account reconciliations, accruals, and review of general ledger balances.
- Responsible for monthly journal entries, account reconciliations, and the month end close process.



- Reviews financial processes and account reconciliations to identify control weaknesses, discrepancies, and opportunities for process improvement, and assists in implementing corrective actions.
- Reconciles payroll expenditures and liabilities to the general ledger, research discrepancies, and prepares necessary adjustments to ensure accurate month-end balances.
- Prepares audit schedules, supporting documentation, and account analyses; responds to auditor requests and assists with resolution of audit inquiries and findings.
- Maintains and reconciles capital asset records, including additions, disposals, transfers, depreciation, and construction-in-progress, and prepares supporting schedules for financial reporting and audit purposes.
- Performs governmental fund accounting activities, including review and reconciliation of interfund balances, transfers, revenues, expenditures, and other fund-level transactions.
- Performs other duties as required or as assigned.

Supervision:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance or related field; supplemented by five or more years' progressively responsible accounting experience; or an equivalent combination of education, certification, training, and/or experience. May be required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

PREFERRED QUALIFICATIONS:

- Certified Public Accountant (CPA)

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounting principles and practices and the analysis and reporting of financial data
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to operate a computer using Microsoft Office products (Word, Outlook, PowerPoint and Excel), Enterprise Resource Planning (ERP) and payroll software, and applicable department / organizational software



- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to communicate effectively verbally and in writing
- Ability to deal effectively with the public
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to prepare complete and accurate accounting reports
- Ability to handle confidential information with tact and discretion
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to pass the required background check and drug screening

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

****The Village is an Equal Opportunity Employer****