



The Episcopal Diocese of New York

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Title: Senior Accountant – Nonprofit/Religious

Reports to: Assistant Controller/Controller

Classification – Exempt

Salary Range - \$85,000-\$90,000 plus generous benefits

Summary:

The senior accountant is responsible for serving as a team member in the finance department and ensuring accurate and timely financial work for the Episcopal Diocese of New York. He/she manages the daily cash position, manages the general ledger, prepares internal and external financial reports, and administers the internal control structure for the Diocese and its trustees, and committees. The senior accountant must be able to exercise sound judgment, set priorities, and meet deadlines.

Essential Functions:

- Oversee and review work of AR accountant who is responsible for the entire AR process from administering monthly invoices to the parishes, collection of payments, and tracking all parish related arrearages and adjustments.
- Oversee and review work of AP accountant who is responsible for the entire AP process from receipt of bills, maintaining approval process, and issuing payment.
- Perform monthly complex bank reconciliations.
- Prepares organizations quarterly financial analytical reports, including standing financial reports, budget vs. actual reports and grant-specific reports.
- Serves as a point of contact for all outside agencies for which we administer funds.
- Assures the disbursement of return on investments held for others are issued accurately and timely.
- Updates job knowledge by participating in educational opportunities; reading professional publications; and maintaining personal/professional networks.
- Assist Assistant Controller with Monthly End Close and ensuring accuracy of GL.
- Maintain confidential information for both Diocesan Office and Parishes.

Supervisory Responsibilities:

The Senior Accountant supervises the Junior Accountant and Accounting Staff Support

Position Type/Expected Hours of Work

This is a full-time position. This is not a remote position.

Required Education and Experience

Bachelor's degree - Accounting

Minimum five years of relevant accounting experience – preferably non-profit

Experience with Blackbaud – Financial Edge XT desirable

Attention to detail, strong communication, adherence to deadlines, and problem-solving skills.

Knowledge and Skills

Solid financial expertise in AR, AP, Payroll, Fund accounting, and General Ledger

Advanced Excel skills

Ability to multi-task and prioritize workload.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Signatures:

Manager _____

Applicant _____

Final
DATE _____