

Lawrence Communityworks, Inc.

Senior Staff Accountant

Job Description

Lawrence Communityworks (LCW) is a nonprofit community development corporation working to transform and revitalize the physical, social and civic landscape of Lawrence. We do this through a growing network of residents and stakeholders who are building family and community assets, providing each other with mutual support, developing leadership skills, and engaging in collective action to advance an agenda for positive growth and change.

This full-time position leads different areas of work at LCW including but not limited to: Financial Management, Accounting. This person will serve as the **Senior Accountant** for Lawrence Community Works, Inc and all its affiliates (LLCs governing each housing development).

Reporting to the Chief Financial Officer (CFO), and Controller the Senior Accountant will be responsible for oversight of all Operating and Development finance, accounting, and reporting activities. The **Senior Accountant** will be involved in supporting presentations to the board finance committee and will work to ensure strict GAAP adherence. The **Senior Accountant** will lead all day-to-day finance operations of a budget of \$5 million. Preference will for candidates who have worked in a non-profit and /or in real estate construction or development environment. The **Senior Accountant** will also participate, in all yearly audits and assist in preparing the annual tax returns. The Senior Accountant ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.

Senior Accountant's job duties.

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information for both Operations and Real Estate Development
- Maintain all accounts payable by proper coding, and entering of expenses. Prepare all check runs for CFO to sign.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
- Participate in the yearly budget process
- Work with department Managers on their monthly Profit and Loss statements to ensure strict adherence to monthly expense budgeted.
- Fixed asset processing and reporting
- Maintain all bank accounts by timely reconciliations.
- Participate in month-end close activities including the preparation and review of journal entries and review of budget-to-actual reports
- Reconcile intercompany accounts and post eliminating journal entries.
- Make certain all financial reporting deadlines are met
- Assist the CFO in tracking and maintaining company insurance policies (except Employee Benefits, which are maintained by the HR Director.
- Maintains / Implements bi-weekly processing and accruals of the agency's payroll.

- Prepares Allocation and post to Accounting software (Abila).
- Handle the payment proper and correct payment of payroll to staff members.
- Manage collection and review of time sheets prior to payroll processing. (Payright)
- Communicate with and get approval from Executive Director &/or Chief Financial Officer. re: funds required for each payroll.
- Preparation of payroll and holiday schedules.
- Reconcile Quarterly tax returns to the general ledger
- Reconcile annual payroll to the general ledger.
- Verify annual tax reporting to employees are reconciled.
- Participate in annual benefit providers pricing analysis.
- Complete the year end workmen's compensation audit
- Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice.

Benefits

- 80% health and dental coverage
- Retirement benefits
- Flexible schedule
- Vacation Personal and Sick

Salary commensurate with experience and skills.

Please forward Cover letter and Resume to

Lawrence Community Works Inc.

recruiting@lawrencecommunityworks.org