

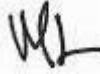
Lutheran Services Carolinas Job Description

Job Title: Senior Accountant

Supervisor (title): Controller

Department: Finance

Approved by: M. Lura



Date: 10/23/18

Position Purpose/Summary:

The Senior Accountant is primarily responsible for general accounting duties for all LSC facilities.

Essential Functions:

The Senior Accountant, in relation to established office procedures and in accordance with Federal and State standards and regulation, corporate and facility philosophies, objectives and policies, will

1. Prepare and post journal entries.
2. Prepare and analyze account reconciliations.
3. Prepare allocations to subsidiaries and programs
4. Reconcile cash and investment accounts.
5. Assist in month-end and year-end close.
6. Assist in generating and reviewing monthly financial statements.
7. Conduct annual analysis and reporting as requested by management as needed from year to year.
8. Prepare audit schedules and roll-forward reports.
9. Prepare monthly, quarterly and annual payroll reports as needed.
10. Analyze and report data as requested by management.
11. Assist in facilitating successful internal and external audits.
12. Prepare ad hoc financial reporting requests and special projects as requested.
13. Assist with maintaining the integrity of the financial information systems and sub-ledgers and ensuring compliance with GAAP, company internal control policies and procedures and identify areas for improvement and consistency of the financial systems.
14. All other duties as assigned.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

N/A

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Minimum Bachelors Degree.

Experience: Minimum of Five Years in Accounting

Specific skills/abilities: Attention to detail and follow through. Effective interpersonal communication skills and working relationships. Demonstrated proficiency in Excel, other databases and other Microsoft Office products.

Specialized knowledge, licenses, etc:

Preferences (Optional): *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).*

Knowledge of Microsoft Dynamics Great Plains and Kronos Workforce Central

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Office environment - sitting at desk, behind computer for extended periods.
2. Standing, walking, bending, stooping (to floor), reaching, kneeling, pushing and pulling.
3. Occasional lifting of objects up to 20 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.