

Lutheran Services Carolinas Job Description

Job Title: Senior Accountant

Supervisor (title): Controller

Department: Finance

Approved by: B. Welch Thomas 

Date: 06/07/2017

Position Purpose/Summary:

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

Essential Functions:

1. Responsible for accounting activities to include but not limited to preparation and posting of journal entries, analyze account reconciliations; audit allocations to subsidiaries and programs, processing of month-end and year end closing tasks, etc.
2. Coordination of fixed asset responsibilities: maintain fixed assets ledgers, reconcile to general ledgers, review/update detailed schedules of fixed assets and accumulated depreciation.
3. Reconcile cash and investment accounts.
4. Support in generating, reviewing monthly financial statements.
5. Deliver projected annual depreciation for budgets.
6. Conduct annual analysis and reporting as requested by management as needed from year to year.
7. Generate audit schedules and roll-forward reports.
8. Analyze and report data as requested by management.
9. Participate in facilitating successful internal and external audits.
10. Gather relevant information and issue 1099 statements.
11. Manage ad hoc financial reporting requests and special projects as requested
12. 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
13. 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 Associates 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 (Word, PowerPoint, Email).

Specialized knowledge, licenses, etc:

Preferences (Optional): (B.A. degree in Accounting, Business or related field.

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.