

JOB DESCRIPTION

Position:	Senior Accountant
Reports to:	Director of Finance
Salary:	\$75,000 to \$85,000 per year
FLSA Classification:	Exempt
Location:	YWCA Cambridge, 7 Temple Street, Cambridge, MA 02139

YWCA Cambridge is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Position Summary:

The Senior Accountant actively supports the financial and accounting management of YWCA Cambridge and its related legal entities. Working closely with the Director of Finance, the ideal candidate will be responsible for managing the day-to-day accounting operations, ensuring the accuracy of financial information, providing ad hoc financial analysis, and developing budgets and financial reports. This position will be involved in all aspects of the YWCA Cambridge's finance and accounting function, making this a wonderful growth opportunity. Our Senior Accountant is an experienced, analytical and mission-driven finance professional with a passion and desire to strengthen the financial management systems for our 130 year old nonprofit organization.

Essential Functions:

- Produce accurate and timely financial reports
- Manage day-to-day accounting operations and maintain general ledger
- Manage accounts payables workflow through multiple software
- Coordinate month-end closing and perform monthly account reconciliations
- Perform monthly bank reconciliations and complex system reconciliations in QuickBooks Online
- Prepare and process journal entries related to intercompany transactions, accruals, prepaid expenses, leases and other areas as assigned
- Prepare monthly and quarterly invoicing of philanthropic and government grants and contracts
- Support Director of Finance in preparing audit schedules and fulfilling auditors' requests
- Perform financial analysis and provide insights to support business decisions
- Participate in monitoring and managing cash flow, including preparing cash flow projections and monitoring cash balances
- Create and maintain budgets, forecasts, and financial models in conjunction with the Director of Finance and the Executive Director

- Collaborate with other departments to review budgets, identify funding needs, and ensure adherence to the organization's policies and procedures
- Approach all work with sound accounting and reporting practices and ensure compliance with GAAP accounting principles

Qualifications:

- Bachelor's Degree in Accounting or Finance
- Senior-level experience in accounting, preferably in nonprofit sector
- Experience in the management of public funds allocated through city, state, and federal grants and contracts
- Excellent technical accounting skills, including knowledge of GAAP
- Proficient in accounting software, including QuickBooks Online and Microsoft Excel
- Passion for and commitment to the YWCA mission of eliminating racism and empowering women
- Effective oral and written communication skills with the ability to explain financial statements and budgets to those without a finance background
- Analytical and detail-oriented problem solver who approaches their work with enjoyment and integrity
- Able to work independently and as part of a team

Benefits include health and dental insurance, a generous vacation policy and retirement benefits, hybrid work flexibility, on-site parking, and 15 paid holidays.

YWCA Cambridge is an equal opportunity employer and encourages applications from individuals regardless of race, color, ethnic origin, religion, ability and/or sexual orientation. All employment is decided based on qualifications, merit, and business need.

Candidates will be subject to a criminal records check (CORI).

We are seeking a cultural addition to our team who helps us celebrate all dimensions of diversity. ***If you're excited about this role, we encourage you to apply even if you don't meet all the qualifications.*** Please submit your resume with the subject line "Senior Accountant" to Human Resources at HRresumes@ywcacam.org. We look forward to hearing from you!

Applications are reviewed on a rolling basis. We thank all applicants for their interest. Only those selected for interviews will be contacted.