

## JOB DESCRIPTION

<b>Position:</b>	Senior Accountant
<b>Reports to:</b>	Director of Finance
<b>Salary:</b>	\$75,000 to \$85,000 per year
<b>FLSA Classification:</b>	Exempt
<b>Location:</b>	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 the YWCA Cambridge and its related legal entities. Working closely with the Director of Finance, the ideal candidate will be responsible for managing 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 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 general ledger maintenance and account reconciliations
- Create and maintain budgets, forecasts, and financial models in conjunction with the Director of Finance and the Executive Director
- Prepare and analyze financial statements, including balance sheets, income statements and cash flow statements
- Monitor and manage cash flow, including preparing cash flow projections and monitoring cash balances
- Perform financial analysis and provide insights to support business decisions
- Manage month-end and year-end closing process
- Perform monthly bank reconciliations and complex system reconciliations in QuickBooks Online
- Manage accounts payables workflow through multiple softwares
- Prepare and process journal entries related to intercompany transactions, accruals, prepaid expenses, leases and other areas as assigned

- Support Director of Finance in preparing audit schedules and fulfilling auditors' requests
- Prepare monthly and quarterly invoicing of philanthropic and government grants and contracts
- 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 integrity and enjoyment
- 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 to Human Resources at [HRresumes@ywcacam.org](mailto: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.