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 AtlantaDowntown.com

Position Description

DEPARTMENT:	Finance/Accounting	POSITION:	Senior Accountant
REPORT TO:	Director of Finance	DIRECT REPORTS:	n/a
POSITION STATUS:	Full Time - Regular	CLASSIFICATION:	Exempt
SCOPE:	Finance / Accounting / GAAP	SALARY:	Commensurate to Experience

Job Description

The Senior Accountant is responsible for general ledger accounting and payroll preparation of the organization. Acts as a key member of the three-person accounting and finance team to ensure timely and accurate financial reporting. Collaborate closely within a team as well as with managers and other key positions across the organization. This position will report to the Director of Finance.

Duties and Responsibilities

- Oversee accounts payable and receivable
- Exercise discretion in ensuring all financial transactions are properly approved and recorded.
- Export and format data from payroll and other systems to import transactions into the accounting system.
- Maintain schedule of board-designated funds and book releases of funds as expenses incurred, or restrictions met.
- Maintain accrual schedules and make appropriate accrual entries to ensure revenue and expense transactions are recorded in the correct period.
- Review transaction processing completed by the Accounting Assistant.
- Create monthly journal entries, conduct analyses, and account reconciliations, to accurately close month, and year-end.
- Reconcile inter-entity accounts and prepare monthly reimbursement billing.
- Support the Director of Finance with ad-hoc requests and special projects.
- Prepare payroll for review by HR Director and submission in Netchex payroll system.
- Investigate and resolve accounting discrepancies.
- Other duties, as assigned.

Required Qualifications

Education & Experience:

- Bachelor's degree in Accounting, Finance, or Business-related field, Masters preferred.
- Certified Public Accountant (CPA) is desirable or CPA candidate.
- 5-10 years progressive accounting experience in accounting or a similar environment **OR** 1-year experience if a CPA or CPA Candidate.
- Knowledge of finance, accounting, budgeting, cost accounting, internal control principles, and General Accepted Accounting Principles (GAAP).
- Excellent Excel skills with high proficiency in handling and formatting accounting data.
- Experience with payroll processing a plus.

Knowledge, Skills, and Abilities:

- Ability to thrive and work effectively independently and as a part of a team.
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi-task.
- Ability to accomplish projects with little supervision.
- Excellent written and verbal communication skills.
- Positive attitude and team player

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers, and smartphones.

Position Type/Expected Hours of Work

This is a full-time position. Days and work hours are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Application Guidelines/Contact

Qualified applicants should submit a resume and cover letter to:
Sid Jackson, sjackson@atlantadowntown.com

Only those applicants deemed qualified will be contacted. No phone calls or visits, please.

This position description summarizes the primary duties and responsibilities of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This position description is not meant to be a comprehensive statement of the duties and responsibilities of the position. This document should not be construed in any way to represent a contract of employment. Central Atlanta Progress reserves the right to review and revise this document at any time.

This position requires the completion of a satisfactory background check. Central Atlanta Progress provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Employee Signature:

Print Name:

Date:

Central Atlanta Progress is an Equal Opportunity Employer/Affirmative Action/Drug-Free Workplace