



DATE:		POSITION	SR. ACCOUNTANT (EFFECTIVE DATE: 11/2016)		
INCUMBENT			SUPERVISOR	CONTROLLER	
DEPARTMENT	FINANCE			FLSA STATUS	EXEMPT

POSITION PURPOSE
Responsible for the implementation and supervision of approved accounting practices and provide accurate reporting of financial results. Responsible for supporting the Controller in the daily, monthly and annual reporting processes for all financial aspects for ARM and Save the Family.

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> • Bachelor's degree in business related field required (Accounting area preferred) and/or a minimum of 8 years of increasingly responsible professional experience in not-for-profit accounting with an Associate level business degree, with experience including: <ul style="list-style-type: none"> ○ Accounting systems management ○ Advanced Microsoft Office skills ○ Daily management of general ledger, fixed assets, accounts payable, and payroll functions ○ Balance sheet reconciliations ○ Month-end close ○ Financial reporting ○ Audit preparation ○ Staff supervision ○ Effective internal controls • Proficiency in Microsoft Office Suite including Word, Excel, and Outlook • Demonstrated strong interpersonal communication skills, including conflict resolution. • Possess valid Arizona driver's license, clear driving record and personal vehicle insurance coverage • 25 years of age or older for liability insurance requirements • Must obtain a fingerprint clearance card through the State of Arizona. • Eligible to work in the United States of America

OTHER KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • A demonstrated commitment to the mission, vision, and values of Save the Family Foundation of Arizona • Excellent verbal, written and public presentation communication skills • Self-starter with excellent time management skills • Maintain strict confidentiality • Professional in manner and appearance • Consistently organized and flexible

SUPERVISORY RESPONSIBILITIES
Staff Accountant and General Administrative Support

KEY RESPONSIBILITIES
• Report all necessary 1099's for STF and ARM at year-end
• Approve journal entries including general journal, accounts payable and fixed assets
• Reconcile all Balance Sheet accounts on a monthly basis, and as needed during each month
• Interpret accounts, records, and financial data for management
• Management of all financials including: <ul style="list-style-type: none"> ○ Process all financial records ○ Complete the bank reconciliation by month-end ○ Record fixed assets ○ Reconcile depreciation and assets at year-end
• Maintain GAAP compliant accounting system
• Compile figures to assist staff in preparing agency grant requests and contracts
• Assemble work papers for the annual audit
• Supervise staff performing routine phases of accounting operations as delegated to do so
• Prepare and submit all required reports and monitoring activities in a timely and accurate manner, and support projects as assigned by the Controller
• Adhere to all behavioral General Competencies.
• Adhere to STF and ARM policies and procedures.

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to remain in a stationary position less than 80% of the time.
Walk	Move, traverse	The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	NA
Stoop, kneel, crouch, or crawl	Position self (to), Move	Infrequently positions self to maintain computers
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate verbally with grantors, foundations and staff
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type and view documents and the computer screen
Taste/Smell	Detect, Distinguish, Determine	NA
Carry weight, lift	Move, Transport, Position, Put,	Must frequently lift and move supplies weighing up to 25 pounds .

	Install, Remove	
Exposure to elements	Exposed, Work around	NA

NOTE

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

SALARY RANGE

The salary range for this position is \$45,000-\$55,000 depending on experience.

SIGNATURES

ACKNOWLEDGEMENT

I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.

Incumbent:		Date:	
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APPROVAL

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

Supervisor:		Date:	
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CERTIFICATION

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

CEO:		Date:	
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