



Position: Senior Accountant II

Function: The Senior Accountant II is responsible for providing consistent, accurate and quality accounting and analysis as required in monthly and quarterly closings, forecasting/budgeting, and internal reporting. Analyzing moderately complex information to ensure financial reports have a high degree of integrity.

Reports To: Controller

Tasks:

- Create reports and presentations accordingly.
- Create and post journal entries, ensuring that business transactions are recorded accurately and in accordance with company policies.
- Perform month end closing procedures relating to assigned accounts including inventory, prepaid expenses and deferred revenue.
- Perform other financial analyses as needed.
- Prepare financial statements, variance analysis, and internal reporting package.
- Perform ad hoc financial analyses and report preparation as identified by management team.
- Process Bi-weekly payroll, on an as needed basis.
- Prepare CFI and CBR core schedules.
- Oversee Accounts Receivables in accordance with Fiscal Policies and Procedures.
- Supervise MCO and Client Aging reports, and process transactions as needed.
- Duties as assigned by supervisor

Requirements:

- Education: Minimum of BA or BS in Accounting or Finance.
- Training requirements (licenses, programs or certificates) CPA or working towards CPA preferred.
- Experience in Not for profit, Health Care and/or Managed Care industry preferred.
- 3+ years relevant accounting experience.
- Working knowledge of general ledger, journal entries, month end close, reporting and all general knowledge of basic accounting functions.
- Proficiency with MS Office applications: Intermediate in Excel, Access, PowerPoint and Word.
- Working knowledge of Fund Ez and/or QuickBooks Enterprise a plus.

Other Knowledge, Skills and Abilities:

- Strong analytical and critical thinking skills.
- Strong verbal and written communication skills.
- Ability to handle confidential information.
- A demonstrated commitment to high professional ethical standards and a diverse Workplace.
- High level of personal initiative and communication skills.
- Proven self-started with highest standards of accuracy and precision.
- Highly-driven, organized and self-motivated.

- Ability to work with team members.

Salary: \$80,336 - \$86,336 plus generous benefits

Email a resume, cover letter, and contact information for 3 professional references to:

**Sharon Royer, Director of Human Resources
Diversity, Equity & Inclusion Officer
Email: sroyer@acmhny.org**

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, crisis support, and supportive housing. ACMH seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

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