



**Ronald McDonald
House Charities®**
Bay Area

Senior Accountant Position Description

Who We Are

Ronald McDonald House Charities Bay Area (“RMHC Bay Area”) creates communities of support for families of children receiving essential pediatric health care at local partner hospitals. The newly established Bay Area regional chapter provides comprehensive programming and services for families and improves access to care through Ronald McDonald House at Stanford, Ronald McDonald House of San Francisco and two Ronald McDonald House Care Mobiles in Contra Costa and Santa Clara counties.

About the Position

We are looking for an experienced Senior Accountant to join our team. If you are a highly productive, professional leader looking for a position in a collaborative team-oriented environment, with a desire to work in a mission-centered organization, this could be a good fit!

The Senior Accountant reports to the Director of Finance and supervises the Finance and Administrative Specialist. This position is a member of the Finance team that ensures the organization’s resources are managed efficiently and effectively. Responsibilities of the Senior Accountant include ensuring the sound development, implementation, maintenance and coordination of all policies and procedures within the finance and administrative operations.

Preferred candidates will be detail oriented with excellent analytical, problem solving and organizational skills coupled with strong interpersonal skills and a customer service focus.

DUTIES AND RESPONSIBILITIES

- Manage day-to-day accounting operations to ensure timely and accurate financial records including A/P, A/R, payroll, bank deposits and monthly reconciliations.
 - Review and approve accounting activities of staff, recommending corrective action as needed.
 - Review and approve hourly and semi-monthly payroll entry to payroll processor.
 - Act as a liaison between departments, analyzing procedures, resolving problems, and recommending process improvements.
 - Maintain data base security and accuracy, evaluating and recommending improvements to the transaction processing model.
- Oversee the monthly close, including the general ledger and all subsidiary ledgers, cost allocations, account reconciliations and financial statements.
- Create and maintain internal control and safeguards for receipt of revenue, expenditures and financial records.
- Manage fixed assets including review of purchases ensuring proper classification and available funding.

- Monitor emerging technology to increase efficiencies without sacrificing accuracy and accountability.
- Assist with annual budget process.
- Assist with preparation of year end external audit schedules and preparation of Form 990.

QUALIFICATIONS AND PREREQUISITES

EDUCATION:

- Bachelor's degree in Accounting, Business Administration or Finance.

PRIOR WORK EXPERIENCE:

- At least five years of general ledger accounting experience required.
- Interest in and/or understanding of the nonprofit community.
- Experience supervising/directing clerical and entry-level accounting staff.

TECHNICAL KNOWLEDGE REQUIRED:

- Knowledge of generally accepted accounting principles (GAAP) and understanding of management accounting methods and cost allocation procedures.
- Comfort with technology; experience working with various computer and financial programs and platforms.
- Excellent Excel skills.
- Familiarity with Form 990.

OTHER:

- Ability to work under pressure and handle multiple projects simultaneously while meeting deadlines.
- Excellent organizational skills.
- Strong attention to detail.
- Mature level of judgement and decision making in a changing environment.
- Well-developed oral and written communication skills with a customer friendly, responsive attitude for both internal and external stakeholders.
- Personal qualities of integrity, credibility and an ability to maintain strict confidentiality.

COMPENSATION

Salary is very competitive with other nonprofits and commensurate with experience. We also offer a generous benefits package.

Please send your cover letter and resume as attachments in MS Word or PDF format only to careers@rmhcbayarea.org. In the subject line of the email, please list your last name and the position title.

To find out more about the organization and the families we serve, please visit our website at www.rmhcbayarea.org.