



SR ACCOUNTANT JOB POSTING

POSTING DATE: December 16, 2024

REPORTS TO: A.Davis, Controller

The GRF Sr Accountant is responsible for closing the books, preparation of financial statements, and account reconciliations for GRF, MOD and Trust Operations as assigned; tracks daily cash and revenues. May be assigned other related tasks, as necessary. This is a full-time (40 hrs/wk) position with full GRF benefits.

Duties and Responsibilities:

- Closes the books for GRF, MOD and Trust Operations, including bank reconciliations, journal entry preparation and data entry, and preparations of financial statements monthly.
- Prepares monthly balance sheet account reconciliations for GRF, MOD and Trust Operations .
- Monitors and tracks daily cash activity. Research and resolve any banking issues.
- Assists in completing any regulatory filings. (i.e. sales/use tax, other licenses and fees to various agencies.)
- Assist in annual external audits.
- Provide back up and support for other members of the accounting department and organization.
- Other duties as assigned falling within the purview of the Controller and Chief Financial Officer.

Qualifications:

Minimum Education required:

- BA/BS in accounting, finance, business, or other related subject that include successful completion of college level accounting courses.

Minimum Experience required:

- Four years' experience in corporate accounting experience including closing a set of books through financial statement preparation.

Skills Required:

- Excellent customer service & teamwork skills
- Excellent time, priority, and task management
- General accounting skills & knowledge sufficient to efficiently and correctly accomplish the essential functions listed.
- Demonstrated competency in MS, particularly Word and Excel
- Demonstrated competency in NetSuite highly desirable

Additional Requirements:

- Clean and valid driver license and satisfactory driving record are conditions of initial and continuing employment.
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required.
- Offer is contingent upon satisfactorily passing pre-employment background check and drug test.
- Previous employment must be verifiable.

CONTACT: To apply, email resume and cover letter to: recruiting@rossmoor.com

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