



MISSION TRAINING  
INTERNATIONAL

## *Position Description*

# Senior Accountant

### **POSITION OPENING SUMMARY**

As of February 9th, 2022, Mission Training International (MTI) is seeking to find a Senior Accountant to oversee financially related aspects of the organization. This position is a full-time, 40 hours per week, on-site position.

### **KEY AREAS OF RESPONSIBILITIES**

- **ACCOUNTING** – financial tracking that yields accurate, timely and thorough transactions, records and reports.
- **FINANCIAL**– financial forecasting systems that ensure financial resources for major strategies.
- **BUSINESS** – wise financial stewardship of staff, vendors, legal compliance and the market dynamics.
- **HUMAN RESOURCES** –the section of HR systems as it relates to payroll and benefits administration

### **ESSENTIAL JOB FUNCTIONS**

#### Accounting:

Maintaining and improving systems, procedures and schedules that produce accurate, timely and thorough transactions, records and reports, in accordance with generally accepted accounting principles in the following areas:

- Strategizing Cash Flow / Plan
- Monthly, Quarterly, and Annual Financial Reports
- Monthly Budget preparation
- Monthly Closing – Closing out Class, Program, Petty Cash, Re-classing prepaid expenses, Reconciliations, etc.
- Annual Audit Preparation
- 990-T Tax annual tax preparation
- Quarterly sales tax reports/payment
- Accounts Receivable and other cash inflows including donations and grants, and participant program and bookstore invoices
- Accounts Payable
- ACH transactions
- Bank Reconciliations & Credit Card Reconciliations
- Invoicing Participants and Agencies for Programs
- Preparing Bank Deposits
- Managing Fixed Assets & Depreciation Records
- Correspondence with participants, donors, vendors, customers, and staff
- Overseeing Accounting Assistant or Outsourced Donor Receipting

#### Financial:

- Report on current financial status to COO & Director of Administration & Finance
- Oversee Accounting Assistant or Outsourced Donor Receipting company

**Business:**

Maintaining systems, procedures, records and schedules for:

- MTI's legal and business status as a non-profit, tax-exempt organization
- Ensuring adherence to financial laws and guidelines
- Keeping insurances up to date and current, filing claims when needed
- Vendor Relationships and Correspondence – Service Contracts with vendors and monitoring financial arrangements
- Ensuring that business licenses, registrations and associations are current
- Filing, organizing, and improving Business & Finance filing record system
- Managing Credit Accounts and Renewal
- Year-end Procedures for ACH, Sales Tax, Memberships

**Human Resources:**

Maintaining systems, procedures, and schedules for Human Resource Management as it relates to payroll and benefits administration:

- Processing Monthly and semi-monthly payroll and benefits
- Communicating with employees related to compensation and donations tracking
- Administering Benefits including Retirement Plan, Insurances, Meals, etc.
- Monitoring national benefits environment for options and cost savings

**REQUIRED QUALIFICATIONS**

- BA, or commensurate experience, in Business, Finance or Accounting
- Experience with reliable effectiveness in all key areas of responsibility (except HR), especially GAAP.
- Mastery in Excel and an accounting software.

**PREFERRED QUALIFICATIONS**

- Mastery of QuickBooks
- Experience in HR & Executive Management
- Experience in ADP Payroll

**POSITION WORKING CONDITIONS**

Working Environment: Office

Physical Demands: None

Travel: None, besides office commute

**COMPENSATION**

This is a salaried position with compensation commensurate with the candidate's experience.