



POSITION DESCRIPTION

POSITION TITLE: Senior Accountant

FLSA STATUS: Exempt

REPORTS TO: Director of Finance

POSITION SUMMARY:

DC Primary Care Association is a 20-year old nonprofit health equity and advocacy organization dedicated to improving the health of DC's vulnerable residents by ensuring access to high quality primary health care, regardless of an ability to pay. Our membership currently includes 15 community health centers and community-based organizations located in the District of Columbia and the Maryland suburbs. Between them, our members own and operate nearly 60 health care delivery sites that serve approximately 200,000 residents, which equates to 1:4 Washington D.C. residents receiving services from a partner clinic.

The Senior Accountant is an essential member of a highly focused and lean Finance team, working to ensure all financial functions for the organization.

The position is a new role and will be primarily responsible for payroll, Accounts Payable (AP) and Accounts Receivable (AR), monthly general ledger reconciliations, financial reporting, federal and local grant reporting, as well as supporting the annual audit process. The Senior Accountant is responsible for working with internal and external stakeholders and working in partnership with the Director of Finance to help provide strategic financial analysis. This position is a multi-faceted hands-on role, with extensive opportunities to help build strong financial systems for the organization.

The successful candidate has an accomplished track record of managing more than a full year of an organization's business cycle, including accounting, financial reporting, and audit project collaboration. This talented professional has a strong work ethic, is a resourceful problem solver, is committed to strengthening financial and operational systems, and can work effectively with teams and is willing to wholeheartedly embrace the DCPCA mission. The ideal candidate is not afraid to roll up their sleeves, believes in continuous learning, and has experience in the non-profit industry, including extensive management of government grants and contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting and Finance

- Process payroll
- Process Accounts Payable (AP) invoices by effectively coding invoices and expense reports to appropriate G/L accounts and grant funding
- Reconcile accounts payable and vendor statements of accounts
- Responsible for treasury management including, but not limited to, processing bank deposits including fundraising receipts and all other miscellaneous revenue items
- Monthly reconciliation of corporate credit cards and other employee expense accounts
- Prepare monthly account reconciliations, coordinate the month-end closing process and spearhead grants management/grants financial reporting
- Prepare monthly financial reports in an accurate and timely manner
- Provide support for preparation of cost proposals and budgets for the organization's grant writing and reporting efforts
- Support the Director of Finance with the annual audit process, ensure audit readiness and coordinate with external auditors for the timely execution of audit deliverables during and post audit field work.

- Partner with the Director of Finance to ensure adherence to all federal, state and local reporting and compliance requirements including but not limited to IRS 990, FICA, FWT, 403b
- Help to ensure that the organization complies with rules relating to its Section 501(c)(3) tax –exempt status
- Serve as the primary point of contact for vendor payments. Work with vendors to resolve any issues and/or discrepancies
- Ensure compliance with personnel policies and procedures, especially as related to time off and leave procedures

Business Operations and Administration

- In partnership with the Director of Finance, strengthen and/or improve the implementation of accounting policies, procedures, and internal controls to ensure an effective and efficient operations
- Management and maintenance of office rental contracts and office occupancy systems including but not limited to space leases, telecommunications, access controls, computer software and hardware, and other leasehold improvements fixed assets
- Maintain strong working knowledge of all policies, procedures and regulations governing DCPCA

QUALIFICATIONS, KNOWLEDGE & SKILL REQUIRED:

- Bachelor’s degree in Accounting or Finance is required, deep knowledge of US GAAP accounting and codification, CPA or CMA certifications are an added advantage
- Experience working in a non-profit setting with federal and local government contracts is strongly preferred
- Skilled in tracking, managing, and allocating expenses to multiple grants and funding sources
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic colleagues who do not have finance backgrounds
- Strong working knowledge of QuickBooks and Paychex Flex (or equivalent) software required
- Ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- The willingness and desire to work independently, as well as collaboratively, and to take on additional responsibilities
- Outstanding follow-up and prioritization
- A positive attitude and an earnest interest in providing good customer relationship management to our employees, members, vendors, and other stakeholders

COMPENSATION:

DCPCA offers competitive salary based on experience and skills of employees. Additionally, DCPCA provides a comprehensive benefits package that includes medical, dental, vision, 403b match, ancillary benefits, access to Flexible Spending Accounts, and generous leave benefits.

ADA SPECIFICATIONS:

DCPCA is a fast-paced, high-energy organization with a very ambitious agenda and a highly motivated staff. This job will experience high work demands under tight timelines requiring a flexible and adaptable approach to daily challenges. There will be long periods in front of the computer and possibly standing or sitting for long periods. Position may require some bending and lifting (no more than 20 pounds).

TO APPLY:

Please send your resume and cover letter in attachment form to recruiter@nonprofithr.com with the subject line, “DCPCA Senior Accountant.” Only competitive candidates will be contacted and invited to participate in the selection process. **No phone calls please.** Applications are accepted until the position is filled.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.