



Job Title: Senior Accountant

FLSA: Exempt

Full time: 40 hours/week

Annual Salary: \$78,000 - \$83,000 DOE

Benefits: Medical, Dental, Vision (with employer contribution), Flex, Life, 401k w/ match. Generous time-off & 11 paid holidays.

Supervisor: Chief Financial Officer

Position Description: The Senior Accountant will serve as the lead accountant for the organization as well as be responsible for the coordination and management of local, state, and federal funding from proposal submission to post-award reporting. The funding portfolio includes a broad range of local, state, and federal sources including the Ryan White Treatment Modernization Act, HOPWA, and HUD/CDBG. This role will also work on reporting requirements pertaining to private funders as needed.

The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

Primary Responsibilities:

General Accounting Management

1. Serve as primary organizational accountant.
2. Prepares journal, payroll, and general ledger entries, maintaining documentation and ensuring timely payments are made.
3. Reconcile bank statements monthly.
4. Maintain detailed schedules and reconciliations of all balance sheet accounts.
5. Maintain physical and electronic finance files.
6. Provides high-level support to specific accounting functions, which may include budget preparation, grant management, budget proposals, and the utilization of resources.
7. Conducts in-depth analysis and reviews of accounting functions for continual improvement.
8. Maintains documentation and resolves identified issues promptly and correctly.
9. Guides other staff on accounting issue resolution and liaisons with internal departments and external vendors in identifying, researching, and resolving discrepancies and issues.

Audits/Statutory Filings

1. Coordinates, researches, and prepares materials for external financial audits.
2. Provide support for organizational financial audits, including the annual independent audit and audits from governmental funders.
3. Provide support for annual tax returns and other statutory filings.

Reporting

1. Prepare monthly financial statements.
2. Prepare budget vs actual reports.
3. Prepare budgets and fiscal reports as needed for grant reporting.
4. Develop an understanding of departments and programs' funding streams and/or cost structure.
5. Review and analyze grant agreements and contracts to understand program requirements, costs requirements, conditions, restrictions, reporting requirements and deliverables.
6. Work cross functionally with Operations and Development to develop revenue and expense accounting processes and to support initiatives and improvements.
7. Provides analytical assistance to other staff and senior management as requested.

Grants Management/Reporting

1. Maintain meticulous records of all public grant files to ensure accurate and consistent fiscal reporting and reconciliation.
2. Develop a working knowledge of all programs to coordinate and prepare grant reports.
3. Respond to regular information requests from public funding partners.
4. Maintain calendar of pertinent deadlines for all relevant funders.
5. Prepare and submit monthly, quarterly, and annual financial and program reports for public and private funding partners (including any necessary journal entries/allocations).
6. Compile reports as requested by development for grant benchmarks.
7. Assist with receivables tracking of partnership contracts.

Other Duties: As assigned by supervisor.

Required Skills:

1. Bachelor's degree in accounting or finance or an equivalent combination of education and experience that provides the skills, knowledge, and ability to perform the essential job duties, and which meets any required state or federal certification requirements.
2. 5 years of accounting experience required. Healthcare or related experience strongly preferred.
3. Knowledge and familiarity with Federal Uniform Guidance 2 CFR-200 preferred.
4. Skill in managing multiple complex projects while adhering to strict deadlines.

5. Advanced ability to prioritize tasks, analyze data, problem solve, think critically, and create and improve organizational systems all while exercising superb attention to detail.
6. Knowledge of elementary statistics, ability to compile comprehensive/multi-layered budgets and related reports and skill in reporting programmatic numbers.
7. Ability to organize numerical data and narrative into a coherent report that can be understood by a broad range of constituencies.
8. Ability to generate coherent, grammatically correct correspondence and reports.
9. Intermediate skills in computer applications and software, especially QuickBooks or MS Dynamics, and any grant reporting programs. Advanced MS Excel a plus.
10. Must be detail oriented with strong organizational skills.
11. Able to work in multi-person, active office space.
12. Be able to lift 25/50 pounds.

Education and Experience

BA/BS in accounting (one or more years of grants accounting related work experience a plus). If no degree, proven relevant experience will be accepted. Must have proven experience managing complex, deadline driven projects.

Other:

Covid 19: We require all employees to be fully vaccinated and provide proof of vaccination upon hire.

Background Check: All employees are required to go through a background check.

Vision Statement:

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers, and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors, and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

Please send Resume and cover letter to jobs@mamaskitchen.org