

Maggie's Place is a mid-size non-profit organization located in Phoenix that is looking for a dynamic, self-starter Senior Accountant to enhance an established accounting/finance department. This position will be responsible for Accounting and Payroll functions. The Senior Accountant will report to the Vice President of Finance.

**Responsibilities:**

**Accounting**

Ensure deadlines for month-end close and financial reporting requirements are met and in accordance with GAAP.

Assist with the management of all aspects of accounting activities including:

- Track and record all appropriate expenses related to government contracts and funding reports to provide accurate invoices to funders

- Prepare journal entries, accruals, and allocations.

- Reconcile bank accounts and accruals on a monthly basis.

- Participate in and prepare for annual audits and monitoring by grantors.

- Prepare and review monthly income statement and balance sheet.

- Review monthly balance sheet reconciliations for accuracy.

Working with the VP of Finance to prepare financial reports for management and Board; prepare for annual audit; all grant related accounting including understanding of grant parameters, grant budgets, generating monthly grant billings and reporting.

Participate in development of the annual budget.

Maintain organized records and filing system both in the cloud and physical copies.

**Payroll**

Maintains and reviews payroll processing to ensure timely and accurate processing of payroll transaction including salaries, benefits, garnishments, taxes and other deductions, new hires, and terminations.

Works with HR with all transactions of payroll and benefits.

Prepares and maintains accurate records and reports of payroll and billing transitions.

Ensures compliance with federal, state, and local payroll, wage and hour laws and best practices.

Allocate payroll transactions across multiple departments and funding sources.

Other duties as assigned.

**Experience**

Bachelor's Degree in Accounting or related field preferred.

5-7 years of accounting experience preferred.

1-2 years of payroll experience, preferred with knowledge of payroll functions including preparation, balancing, internal control and payroll taxes.

Strong knowledge of GAAP and ability to set applicable controls.

Strong verbal and written communication skills with the ability to present information and interact effectively with Executive Management Team and department teams.

Advanced MS Office software.

Non-profit and/or grant accounting experience a plus.