



## Senior Accountant

<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Senior Finance Team
<b>Supervises:</b>	N/A

### JOB SUMMARY

The Senior Accountant is responsible for billing all of Daystar Kid's ("Agency's") program services, managing the accounts payable function, preparing journal entries, and performing general ledger activities. The Senior Accountant represents the Agency's mission and family-centered approach in a positive, professional manner consistent with Daystar Kids culture and values.

### ESSENTIAL FUNCTIONS

The duties outlined below represent the essential functions of the job. Other duties may be assigned.

#### Financial Management

- Prepare weekly Medicaid attendance files, submit billing information into the New York State ePaces system, track incoming payments and resolve any billing issues.
- Submit biweekly billing files for Early Intervention and Committee on Preschool Services (CPSE) into the New York Early Intervention System and the CPSE System, track incoming payments and resolve any billing issues.
- Submit other billing as needed, track incoming payments and resolve any billing issues.
- Ensure compliance with Medicaid billing and reporting.
- Manage the accounts payable function which includes managing the BILL.com flow of invoices, ensuring proper approvals are completed and vendor payments are made timely.
- Manage cash, including posting cash transactions in QuickBooks Online and assisting in maintaining the rolling cash forecast.
- Record the biweekly payroll journal entry.
- Assist with month end close, including account reconciliations and supporting documentation.
- Assist with requests for audits, grants and other finance-related items including report preparation as required.

#### General Responsibilities

- Attends and participates in all staff meetings.
- Complies with Daystar Kids in-service requirements.
- Receives training and demonstrates a thorough understanding of all established federal, state, and local regulations, governing agency financial reporting.
- Maintains confidentiality of all information related to the agency, clients, program participants, service providers, family, and staff that may be encountered, either formally or informally, during the normal course of business to include medical and treatment records, financial and human resource information.

**EDUCATION & EXPERIENCE**

- Bachelor's Degree in Finance/Accounting or Associate's Degree with appropriate experience will be considered.
- Minimum of 3-5 years' experience in a related role.
- Non profit experience preferred
- Strong analytical skills – able to research, analyze and make recommendations.
- Outstanding communication, interpersonal, and relationship building skills.
- Excellent organizational, time management, and multi-tasking skills.
- Preferred Technology Experience:
  - Microsoft Office Suite with strong Excel skills
  - QuickBooks Online
  - BILL.com
  - Payroll platform experience

**PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to move from a seated position to a standing position.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually moderate to loud.
- The employee is expected to work on-site in an office environment.

Salary Range: \$60,000-\$68,000 annually