

**Position Title:** Senior Accountant  
**FLSA Status:** Exempt

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## Position Summary:

Working under the supervision of the Director of Accounting, the Senior Accountant is responsible for the integrity of accounting information by analyzing, reconciling, and recording transactions for both the Paso del Norte Health Foundation and Paso del Norte Community Foundation (collectively Foundations). The Senior accountant will prepare various financial reports, graphs, and assist with various accounting tasks and special projects.

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## General Duties and Responsibilities:

Analyze financial information, data entry, activity processing and reporting.

- Prepare accurate and complete monthly and annual fund statements and detailed support for fiscal partners.
- Prepare reports to process Investment cash transfers & Internal gifts and transfers.
- Assist with the preparation of financial information and closing journal entries.
- Perform monthly reconciliation and analysis of general ledger accounts.
- Provide information and reporting to support the annual budget process.
- Provide support for the Foundations' annual independent audit and tax returns, including preparation of supporting documentation and schedules.
- Prepare and file annual sales tax and franchise tax forms.
- Initiate & monitor wire transfers of funds from the main bank account and between bank accounts.

## Other Duties

- Assist with the development and implementation of the departments policies and procedures.
  - Prepare other reports, data analysis and graphs as requested.
  - Provide support to the Accounting team and perform additional duties as requested.
  - Provide support to the Fund Development & Programs teams on special and agency fund projects.
  - Provide backup for key accounting functions as needed.
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## Qualifications:

**Education and Experience:** Bachelor's degree in accounting, business, or finance. Must have a minimum of five (5) years accounting experience preferably with a non-profit organization. Advance proficiency in the use of computer programs including MS Office and other accounting software.

**Knowledge, Skills and Abilities:**

- Considerable knowledge and proficiency of accounting principles including accounting standards for not-for-profit organizations.
- Considerable knowledge of software and peripherals related to a wide range of accounting, financial and general applications in not-for-profit organizations.
- Strong organizational skills and ability to develop and implement clear goals and priorities.
- Strong knowledge of excel spreadsheet applications.
- Ability to multiple tasks, work under pressure and meet deadlines.
- Ability to independently schedule and perform work.
- Ability to pay attention to detail and produce high-quality work.
- Ability to effectively communicate in verbal and written form to prepare and present complex accounting and financial reports.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and public.

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**Physical Requirements / Work Conditions:**

- Occasional evening and weekend work may be required.
- Work conducted in an office environment (temporary work-from-home).
- Work extensively at a computer workstation.
- Frequent sitting required; occasional standing, bending and stooping.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.