

**Title:** Senior Accountant

**Position Summary:** Foodshare has a great opportunity for a **Senior Accountant** in our Bloomfield location. The Senior Accountant is responsible for maintenance of the organization's fiscal records and preparation of financial reports. He/she will provide management with financial information by researching and analyzing accounts. The Senior Accountant provides support for the DFA and all departments in a manner consistent with Foodshare's mission to lead an informed, coordinated response to hunger in Greater Hartford. This position reports to the Director of Finance and Administration.

**Responsibilities:**

- Maintain the general ledger accounts and keep records on organizational transactions and assets.
- Assist in the month-end close process, preparing monthly journal entries, analyzing ledger transactions and identifying improvements to the overall process.
- Assist in preparation of monthly management report and accompanying schedules, worksheets, and narratives.
- Prepare monthly reconciliations of various balance sheet accounts, reviewing activity and providing variance analysis for management reporting.
- Assist with completion of quarterly and annual regulatory filings; preparation of assigned quarterly and annual statutory statement pages/schedules.
- Maintain chart of accounts and make appropriate changes.
- Maintain records for all capital expenditures. Manage and maintain the fixed asset accounts insuring they reconcile with the general ledger, reflect all activity, and support depreciation expense.
- Assist in documentation and monitoring of internal controls.
- Ensure accuracy of general ledger accounts via monthly reconciliations to supporting details.
- Support year-end reporting and assist DFA in the preparation of audit requirements.
- Observe company processes and make recommendations for improvement. Maintain adherence to company policies.

**A/P and A/R Responsibilities:**

- Verify, allocate, and post and reconcile accounts payable and receivable.
- Ensure accurate and timely processing of accounts payable and accounts receivable.
- Maintain vendor and customer accounts, including setups, terminations, and modifications.
- Participate in creation and interpretation of procedures to ensure consistency in processing accounts payable transactions.
- Organize month-end annual closings and execute special analysis tasks and other financial-related obligations.

**Education and Experience:**

- Bachelor's degree in Accounting or Finance required.
- 3-5 years of accounting experience required, non-profit accounting experience a plus.

**Key Skills:**

- Proficient in Microsoft Office, including Word and Excel. Experience with Financial Edge preferred.
- Accuracy, attention to detail, and strong organizational skills.
- Excellent analytical skills.
- Demonstrated commitment to high professional ethical standards.
- Ability to work with people from a variety of backgrounds.

To apply please submit a resume and cover letter with salary requirements to:

[HFDhiring-044@foodshare.org](mailto:HFDhiring-044@foodshare.org)

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.