



Senior Accountant

Location:

Lawrenceville, N.J.

Position Type/Classification:

Exempt

Reporting to:

Controller

Compensation: 65k – 70k

40 hrs/wk

Job Overview

We are seeking a detail-oriented and experienced **Senior Accountant** to join our finance team. The ideal candidate will have a strong accounting background and a comprehensive understanding of financial principles. This role is responsible for processing bi-weekly payroll, maintaining accurate financial records, preparing month-end reports, and ensuring compliance with regulations and internal policies. The **Senior Accountant** will work closely with multiple departments and report directly to the Controller.

Essential Job Functions/Responsibilities:

- Prepare monthly journal entries and perform bank reconciliations
- Process bi-weekly payroll and record related journal entries
- Review and upload Raiser's Edge donation transactions into Blackbaud financial Edge
- Prepare monthly workpapers to reconcile balance sheet accounts
- Compile schedules for the annual audit, external audits and 990 filing
- Collaborate with an outside consultant to track charitable filings
- Assist the Controller with expenses and financial analysis as assigned.
- Support the Controller in preparing the monthly financial package for the executive team

Required Experience and Education:

- BS in Accounting.
- A minimum of five years' experience in various accounting positions.
- Must have extensive knowledge of Microsoft Excel i.e. V-Look up, Pivot Table etc.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

Preferred Experience and Education:

- Experience in not-for-profit accounting preferred
- Experience with Blackbaud Financial Edge/NXT
- Strong communication and organizational skills, attention to detail and a proven ability to meet deadlines
- CPA license preferred

Travel:

Minimal travel to meetings may be required.

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.