



POSITION TITLE: SENIOR ACCOUNTANT
POSITION STATUS: FULL TIME
FLSA STATUS: Exempt

GENERAL NATURE & SCOPE OF WORK

The Senior (Sr.) Accountant is responsibilities include, but are not limited to, general ledger accountability, and financial reporting, as well as financial profitability analysis and other special projects as assigned. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Sr. Accountant will have contact with senior-level management team and executives which requires strong interpersonal communication skills both written and verbal. The person will assure discrete management and coordination of confidential business information, projects and communication.

ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

- Performs all monthly closing activities and prepares monthly financial statements (on accrual and cash basis) for Linc and its affiliate entities, reports and records by collecting, analyzing and summarizing account information
- Reviews all Linc entity budgets/ forecasts and prepares analysis and variance reports
- Co-ordinates and assists with the budget preparation process
- Prepares Year End information for audits and tax returns for Linc and affiliates
- Prepares financial reports for management and the Board
- Performs bank reconciliation for Linc Housing entity bank accounts
- Oversees cash management to ensure day-to-day cash management needs are met and necessary reserves are maintained
- Perform additional duties as assigned
- Works with Controller and accounting team to establish internal policies, procedures and controls.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- GAAP accounting
- Accepted methodologies for budgeting and cash forecasting
- Cash disbursement policies and procedures
- Auditing procedures and practices
- Financial management, bank reconciliation records
- Knowledge of Yardi

Skill Level:

- Superior writing and communication skills
- Strong analytical skills dealing with financial data, budgets, financial records, loan and partnership documents
- Ability to read legal documents and interpret loan and partnership documents; able to monitor compliance with such documents
- Proficient in the use of personal computers and related software applications; specifically strong intermediate excel skills with proficiency in formulas and basic macros

- Strong attention to detail
- Excellent interpersonal skills for establishing and maintaining effective and influential working relationships with other Linc employees, and property managers

Ability to:

- Analyze and monitor budget information/variances and provide status information
- Develop and prepare budgets
- Forecast cash
- Prepare audits and tax returns
- Reconcile bank accounts
- Efficiently organize complex and variable data
- Set priorities in fast-paced environment
- Create corporate operating proformas
- Properly record complicated transactions such as consolidating entities and eliminating entries

EDUCATION & EXPERIENCE

A combination of education and related experience may substitute for education requirements.

- BA in Finance or Accounting, or related field; **and**
- 5+ years' experience in corporate accounting; understanding of real estate accounting concepts preferred.

PHYSICAL DEMANDS/WORKING CONDITIONS

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.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.

The statements contained in this position specification reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period or otherwise balance the work load.