



SENIOR ACCOUNTANT

JOB DESCRIPTION SUMMARY:

Inglis enables people with disabilities – and those who care for them – to achieve their goals and live life to the fullest. Inglis is seeking a Senior Accountant (S.A.). The S.A.'s responsibilities will include, but not limited to, monthly analysis, reconciliation of general ledger accounts for all entities, recording journal entries and other tasks on a monthly basis for multiple entities. The S.A. assists the Controller and Asst. Controller with financial statement reporting, cost report preparation, financial analysis, grant reporting, budget preparation and implementation, financial statement audit preparation and special projects as assigned.

The Senior Accountant reports to the Controller. Senior Accountant will work closely with Operations and other Business Office staff on a daily basis.

PRIMARY RESPONSIBILITIES include:

All essential job responsibilities will be executed in accordance with Inglis Administrative policies and compliance/ethics guidelines.

- Account analysis and reconciliation on all balance sheets accounts for all entities.
- Monthly financial statement close work completed in accordance with closing schedule.
- Active participation and contribution in all required audits, cost reporting and tax filings; audit, cost report and tax return lists to be completed by established deadlines.
- Active participation and contribution in the annual fiscal budget process and financial projections throughout fiscal year; utilize budget software to create budgets and forecasts; provide analysis and project future results; conversion of budget into general ledger system.
- Take the lead in coordination of accounts payable month closing process, handling accounting issues and answering accounting questions for Business office personnel.

EDUCATION & EXPERIENCE

- Minimum of a Bachelor's degree in Accounting and a minimum of three (3) years of relevant healthcare and not-for-profit accounting experience.
- Must have in-depth Excel and general ledger computer application knowledge, excellent written and verbal communication skills and ability to exercise sound and logical judgment in various situations.
- Visible and recognized expertise in financial systems, including general ledger, GAAP, financial statement presentation, budgeting, payroll, accounts receivable and accounts payable.
- Expertise in the use of spreadsheet and other software programs available to maximize efficiency.
- Experience using software to identify and analyze quality indicators and data, measure variables and highlight trends.
- Understanding of regulations governing long term care industry, including Medicare, Medicaid and Dept. of Housing & Urban Development (HUD).

Must possess the ability to interact with all staff levels in a fast paced environment, with a high level of professionalism and confidentiality. Must be service oriented, an excellent team member and able to juggle multiple priorities with shifting agendas. Proficiency in Microsoft Excel, Word, PowerPoint and Outlook.

Inglis welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law. Please send resume to Inglis, Attn: Cynthia Burgess - Human Resources, 2600 Belmont Avenue, Philadelphia, PA 19131; or via email to cynthia.burgess@inglis.org EOE, M/F/D/V