**Job Title:** Senior Accountant

**Employment Type:** Full Time

**Compensation Range:** $80,000 to $90,000

If you have a powerful desire to help others and positively impact the lives of youth, emerging adults, and families who have experience with the Michigan foster care system, you should join The New Foster Care’s (TNFC) team. TNFC is a Christian faith-based organization whose mission is to make a transformative change in the Michigan Foster Care system and a measurable and meaningful impact in the lives of youth who have experienced foster care. We accomplish this by partnering with the State and local agencies to develop, fund, and implement innovative pilot programs; researching and advancing policy and legislative action in the best interests of Michigan’s children; and providing direct service programs that change the trajectory of youth with experience in foster care.

TNFC’s main transition services program, The Bridge, serves youth and emerging adults (ages 14 to 29), assisting them to achieve greater self-sufficiency and attain their goals along five l transition domains (Employment & Career, Living Situation, Educational Opportunity, Community Life Functioning, Personal Effectiveness & Wellbeing). The program model utilizes a treatment team approach, with a Transition Navigator, Personal Wellness Coach, Peer Support Specialist, and Attorney (as needed) assigned to assist the client on their journey.

Job Summary: The Senior Accountant works under the guidance and supervision of the Executive Director. The Senior Accountant will input and prepare financial reports to track the organization’s assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

Minimum Qualifications

Education and Experience:

* Bachelor’s degree in accounting, Finance, or related discipline required.
* 3 to 5 years’ experience required, preferably in a nonprofit agency.
* Previous compliance risk experience preferred.

Competencies:

* Ability to work calmly and efficiently in high stress situations.
* Ability to exhibit excellent analytical and organizational skills with close attention to detail.
* Ability to work creatively and effectively in a fast paced, enthusiastic, and team-oriented workplace.
* Ability to work a flexible schedule that allows for completion of job duties during non-typical business hours, as needed.

Specialized Skills:

* Demonstrated computer skills and proficiency in Microsoft Office Suite.
* Demonstrated extensive knowledge of generally accepted accounting principles (GAAP) and financial data.
* Demonstrated high proficiency with accounting software such as QuickBooks.
* Demonstrated ability to use accounting software to record, store, and analyze financial.
* Demonstrated proficiency in budgeting and auditing practices.
* Demonstrated ability to manage confidential information.
* Demonstrated passion to serve TNFC’s client base.

**Essential Duties and Responsibilities:**

* Performs general cost accounting and other related accounting duties.
* Reviews, and analyzes actual costs to identify inaccuracies.
* Maintains the general ledger.
* Conducts routine data entry management for accounting records including accounts payable, billing, and accounts receivable.
* Records numerical and financial data correctly to produce accurate financial records.
* Analyzes financial data, making recommendations as appropriate to improve accuracy, efficiency, and to reduce costs.
* Generates accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses.
* Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
* Prepares and monitors monthly grant budgets.
* Develops strategies that can improve grant administration processes and ensures compliance with grant regulations.
* Performs compliance audits to determine whether established protocols are being followed and where they can be improved.
* Other duties as assigned.