



## **SENIOR ACCOUNTANT**

### **SCOPE**

The Senior Accountant position supports the full accounting cycle for Rahma Center, ensuring the accurate preparation of the financial records for the organization. The Senior Accountant will be a subject-matter-expert in non-profit accounting, will assist with the monthly closing and budget processes, and will support projects as required. This position reports to the CFO of Rahma Center.

### **PRIMARY RESPONSIBILITIES**

1. Recording and reconciliation
  - Properly records financial transactions in the GL on a timely basis
  - Examines detailed accounting transactions to ensure accuracy
  - Prepares journal entries and account reconciliations to support closing
  - Ensures GL and sub-ledgers are reconciled
2. Analysis
  - Prepares monthly, quarterly and annual financial statements and reports
  - Analyzes income and expense trends
  - Prepares and tracks budget
3. Internal Controls
  - Develops and maintains internal control procedures
  - Establishes and monitors Delegation of Authority
  - Performs spot audits as required



## **Knowledge, Skills, Experience, Compensation**

1. Knowledge/Education
  - Minimum of a Bachelor's Degree in Accounting
  - Excellent English oral and written skills
  
2. Skills
  - Intermediate to advanced experience with MS-Word, MS-Excel and accounting software packages
  - Self-starter since individual works independently and takes complete responsibility for work product
  - Extremely effective organizational skills including prioritization, multi-tasking on multiple projects in parallel, and time management.
  - Excellent interpersonal skills to work in a team environment, and interface with a diverse community and Center leadership through verbal and written media.
  - Superior analytical, problem solving, and decision making skills with great attention to detail
  
3. Experience
  - 3-5 years relevant accounting experience
  - Work in non-profit environments
  
4. Compensation
  - Competitive compensation package
  
5. Legal Status
  - Must be legal resident (green card holder) or citizen of the USA
  
6. Physical Location and Hours of Work
  - 27121 Towne Centre Dr, Lake Forest, CA
  - Part-time role of 20 hours per week. Monday through Friday 2 p.m. to 6 p.m. May need to be flexible depending on needs