

JOB DESCRIPTION

Position: Senior Accountant

Supervisor's Title: Controller

Status: Exempt/Full-Time

Department: Accounting

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America (HFA) home visiting sites. We work across the public, private, and philanthropic sectors to assist communities in developing more just and equitable systems that benefit all children and families and break harmful intergenerational cycles of trauma and poverty. We conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. We also raise public awareness and advocate for family friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

Primary Objective:

The Senior Accountant is a contributing member of the Accounting team and is accountable to the Controller for the successful collection and maintenance of financial data, ensuring that financial records are maintained in compliance with lawful and generally accepted accounting principles. This position works collaboratively with the Accounting team and serves as the responsible staff member on various general ledger analyses and reconciliations, revenue and accounts receivable and semi-monthly payroll processing and reporting. This position is responsible for additional analyses as needed, especially in relation to the annual financial audit and governmental reporting requests.

Responsibilities:

- General Ledger
 - Review, summarize, and record training and affiliation fee revenue, deferred revenue, and payment information generated in the Affiliation Management System (AMS)
 - Reconcile balance sheet accounts on a monthly basis including but not limited to fixed assets, investments, prepaid expenses, receivables, restricted net assets and deferred revenue
 - Maintain the integrity of the general ledger chart of accounts and reporting structures, including approval of creation of new accounts or funds, overseeing the internal expense allocation process, and maintaining reporting templates
 - Prepare account reconciliations, analyses and documentation as required for the annual financial audit
 - Assist in creation of annual budget detail schedules
- Revenue and Receivables
 - Create invoices in accounting software for Chapter dues, royalty, honorarium, sponsorships, and grants
 - Create complex invoices in the AMS system
 - Manage collection of outstanding payments recorded in the accounting system and AMS
 - Prepare monthly and interim A/R Aging reports
 - Reconcile donations received monthly with Development department
 - Reconcile pledge receivable account and recognize appropriate revenue

- Track and reconcile conference and special event revenue with event manager
- Payroll
 - Prepare semi-monthly payroll; calculate final paychecks for terminated employees
 - Set up state withholding and unemployment accounts in new states as needed
 - Provide annual and ad hoc payroll analyses as needed, including for the 990, Employee Benefit Package Renewal, Workers Comp audit and 401k discrimination testing
- Other
 - Oversee Charitable Registration filings with external service provider to gather needed information, review filings and collect appropriate signatures
 - Review and approve employee and volunteers expense reports in Certify system, verifying reasonableness of expenditures and compliance with organization policies
 - Assist in the preparation of other financial information as requested by management and outside organizations, including federal, state and other regulatory reports
- Perform other duties as required

Education and Experience

- Bachelor's Degree required in Business, Accounting or Finance
- Minimum of five years of relevant experience
- Non-profit or social service experience preferred
- Excellent communications skills, including both writing and speaking
- Good listening skills coupled with maintaining confidential matters with discretion

Other Qualifications

- Strong analytical skills and ability to understand how decisions impact the organization and its financial well-being.
- High attention to detail, works accurately and quickly and has good organizational skills
- Strong technical accounting skills with demonstrated solid current and comprehensive understanding of GAAP
- Must be able to prioritize; work independently; and meet deadlines
- Ability to work collaboratively with internal and external colleagues
- Knowledge of Financial Edge accounting software, Paycor payroll, and Certify online expense reporting is a plus
- Proficient with Microsoft Office 365 products, including Word, Excel, PowerPoint and Outlook
- All PCAA employees or candidates for employment must be vaccinated for COVID-19

Work Conditions

- (This is covered in paragraph below.)Sitting or standing for extended periods of time
- Ability to operate a computer keyboard, mouse, and to handle other office equipment
- Ability to lift and move supplies and boxes
- Ability to work occasional evenings and weekends during busy times

Compensation



- Benefits include health, dental, life, vision, and disability insurance, 401(k)
- Each full-time employee receives paid holidays, sick days, vacation days and personal days in accordance with PCA America Employee Handbook
- Salary is commensurate with educational and professional experience

Work Environment

The Prevent Child Abuse America headquarters is located in Chicago, IL and maintains a hybrid remote/in-office work environment. This is a full-time (37.5 hours/week) position. Staff must maintain an office with internet and telephone. A computer and necessary peripherals are provided.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required

Occasional travel to support national conference and other strategic meetings required (less than 5%).

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Prevent Child Abuse America provides equal employment opportunity to all individuals. We do not discriminate on the basis of race, color, religion, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, national origin, veteran status, disability, or any other characteristic protected by state, federal, or local law.