

APPROVALS:	
First Level:	Jeff Floerchinger
Second Level:	Jolene Selby
HR:	Sharon Eslick
Date:	11/8/23

Senior Client Accountant

<i>Division:</i>	Accounting and Finance		
<i>Department:</i>	Client Accounting		
<i>Reports to:</i>	Director of Client Finance		
<i>FLSA Status:</i>	Exempt	<i>Location:</i>	Helena / Remote

Employee Acknowledgement:

I acknowledge that I have received a copy of this job description, reviewed it, and have had an opportunity to ask questions related to the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

<i>Employee Printed Name</i>	<i>Employee Signature</i>	<i>Date</i>

The following information describes the general nature of the position, the work to be performed, and the essential functions of the position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Nothing in this position description restricts the company’s right to change, assign, or re-assign duties and responsibilities at any time or for any reason. Individuals must perform these position responsibilities in a manner that aligns with the Company’s philosophy, mission, and values while focusing toward achieving the division’s goals.

Position Purpose:

Under general supervision, this position is responsible for preparation and analysis of data for external and internal client periodic financial statements and various management reports as assigned; accounts payable; annual audited financial statements; and other varied accounting duties. The work completed in this position is governed by deadlines and is not subject to review while in progress. This work requires the exercise of discretion and judgment, gained from extended study and experience in theory, principles and practices of accounting. Specific responsibilities are assigned by the Director of Client Finance, Controller and/or the Chief Financial Officer.

Job Specifications:

- **Minimum Education and/or Experience:**
 - Bachelor’s degree in Accounting, Finance, or related Discipline with extensive coursework in Accounting.
 - Five (5) years in a client accounting environment including reconciliation, adjustments, and financial statement preparation and presentation.
- **Preferred Education and/or Experience:**
 - CPA or other comparable professional accounting designation.
 - Ability to apply GAAP to client situations as needed.
 - Experience working with multiple clients.
 - Experience with Quickbooks Online and NetSuite ERP accounting software.
 - Experience with payroll preparation and payroll tax reporting.
- **Knowledge, Skills, and Abilities:**
 - Understanding of accounting principles, techniques, and procedures.
 - Proficiency in using Excel.
 - Analytical ability to determine reasonableness of data being entered into accounting system.

- Skill in reconciliation of financial information and ability to spot errors or inconsistencies.
- Strong ability to communicate effectively with internal co-workers as well as external clients.

- **Competencies/Dimensions:**

- | | | |
|--|--------------------------------|-------------------------|
| - Adaptability | - Continuous Learning | - Managing Work |
| - Attention to Detail | - Contributing to Team Success | - Meeting Participation |
| - Building Effective Working Relationships | - Decision Making | - Quality Orientation |
| - Building Trust | - Integrity | - Work Standards |
| - Communication | | |

- **Working Environment:**

- This position functions in a normal office environment.
- May need to work at a computer daily for 8 or more hours at a time.
- Fluctuation in workload may require more than 40-hour work week.
- Peak work periods based on client requirements.

- **Minimum Physical Requirements:**

- | | | |
|--|-----------------|----------------------|
| - Sitting | - Writing | - Talking |
| - Grasping | - Pushing | - Hearing |
| - Feeling | - Pulling | - Repetitive Motions |
| - Lifting | - Using fingers | |
| - Needs to see documents/monitor/information resources on a daily basis. | | |

Essential Functions/Key Result Areas:

The following are essential job functions/key result areas. Performance of this position will specifically be measured using the employee's performance management plan.

1. Accounting Functions. (1, 2, 3, 4)*

- Input of accounting entries from source documents.
- Maintenance of client allocation and/or creation of an allocation if needed.
- Preparation and input of monthly accrual and adjusting journal entries.
- Monthly reconciliation of computer-generated financial reports to various source documents.
- Creating and maintaining various financial statement support schedules including reconciliations.
- Prepare client grant reporting schedules, as requested.
- Researching and resolving accounting transaction problems.
- Process payroll using an automated accounting system. Review payroll tax reporting for correctness.
- Maintaining fixed asset records, including asset acquisitions, transfers and removals for accuracy and proper accounting treatment.
- General accounting correspondence (written and oral correspondence relating to clients, banks, etc.).
- Completion of monthly, quarterly, and year-end financial statements for multiple clients.
- Initial input and processing of accounts payable on automated accounting system; including preparation and processing of checks if client requests.
- Maintaining and updating client procedure manuals for work that is prepared by Workmosis.
- Work with client's external auditors if necessary.

2. Audit Preparation. (1,2,3,4)*

- Preparation of annual audited financial statements, notes and/or cash flow, including supporting spreadsheets and schedules for auditors.
- Working with Controller, ensure annual financial statements and cash flows are GAAP compliant.
- Serves as a key contact person for questions by auditors

3. Personal/Professional/Team Development. (1)*

- Assists with the preparation of client pricing and RFP completion.
- Maintain updated knowledge and understanding of company and client philosophies, regulations, and procedures and how these impact team and corporate processes.
- Participates in relevant operational meetings. This includes providing input on planning, problem solving and client discussions.

The following functions and duties may be reassigned:

1. Perform other job-related duties as assigned.

** The following criteria were used to review the position purpose in accordance with the Americans with Disabilities Act:*

1. Failure to perform this function may have serious consequences.
2. The performance of this function is the reason that the job exists.
3. There are limited employees among whom the performance of this function can be distributed.
4. This function is highly specialized. Employees are hired for the skill/ability to perform this function.
5. It is essential that employees work their normally scheduled work hours and time. Requested adjustments may not be available for this position.

Additional Information

- **Performance Measures:** Performance of this position will specifically be measured using the employee’s performance management plan.
- **Please Note:** This position description provides the reader with a concise summary of this job’s basic duties. Persons who perform this job may also be required to perform additional responsibilities not described in this position description.
- Overtime may be required. Nonexempt employees are not exempt from the Fair Labor Standards Act (Wage and Hour Act) and receive overtime pay for hours worked in excess of 40 in a work week. Exempt employees are exempt from overtime provisions as defined by the Fair Labor Standards Act. An exempt employee is expected to be on the job to any extent necessary to accomplish the objectives of the job and requires a twenty-four (24) hour responsibility with the company.
- Employees must maintain confidentiality.
- Employees must comply with the company’s policies and procedures and Code of Business Conduct.
- Employees are required to work normally scheduled work hours. Failure to work normally scheduled work hours will result in disciplinary action, up to and including termination of employment.
- Employees may be required to work irregular work schedules, including evening and weekend shifts.
- Employees will perform requested job-related instructions and job-related duties which may not be listed in this position description.
- Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the individual will possess the abilities and aptitudes to perform all accountabilities proficiently.
- Employees are required to provide a high level of service.
- Employees are required to work safely and use safe practices.
- Local travel may be required.

Job Fit Facets:

4	Achievement	2	Entrepreneurialism	3	Position/Status
3	Center of Attention	3	Formal Recognition	4	Practical Results
4	Challenging Work	2	High Involvement-Leader	4	Promotion Opportunities
2	Coaching Others	4	High Involvement-Member	4	Recognition for Expertise
1	Commission	4	High Responsibility/ Accountability	3	Relationship Building
4	Compensation	2	Influencing Others	3	Standardized Work
4	Complexity	1	International Exposure	5	Task Variety
3	Continuous Learning	3	Interpersonal Support	1	Travel
5	Details	4	Physical Environment		

Based on a scale from 1 (few or no opportunities) to 5 (many opportunities) for these job fit facets in this position.