

# Building Service 32BJ Benefit Funds Job Description Posting Health Fund

**Job Title:** Senior Accountant  
**Department:** Accounting  
**Reports To:** Assistant Controller  
**Posting Date:** April 1, 2019

## Summary:

The Senior Accountant works under the general direction of the Assistant Controller. The position is primarily responsible for performing interim & annual closings on assigned fund(s), preparing work papers and account analyses, providing other accounting back up and performing any other duties as assigned.

## Principal Duties and Responsibilities:

- Performs interim & annual financial closings on assigned Fund(s) including but not limited to the following:
  - Performs accounts analysis and prepares work papers and analyzes benefits and administrative expenses.
  - Maintains and prepares reports regarding fixed assets, prepaid expenses, and accrual schedules.
  - Records monthly recurring entries and adjusting entries.
  - Records accrued expenses, depreciation and amortization entries.
  - Prepares Financial Statements and variance analysis
  - Reviews expenses to ensure proper posting to correct accounts.
  - Researches and records the variance of actual expenses versus the budget.
  - Research and records the variance of the current year versus the prior year.
  - Maintains the General Ledger.
- Prepares schedules supporting preparation of Form 5500
- Performs investment analysis including ASC 820 analysis
- Assists Chief Accountant and Staff Accountant in reconciliations and Inter-company billing.
- Performing any other relevant, related or pertinent work or duties as requested or assigned by the Assistant Controller or the Controller.

## Other Duties and Responsibilities:

- Works on special projects (i.e. Audits) as pertinent.
- Performs any other relevant, related or pertinent work or duties as requested or assigned by the department management or their designee.

## Technical Skills:

- High level of proficiency in Microsoft office, including Excel, Word & Outlook
- AccPac (or equivalent) background required
- Ability to prioritize work and meet deadlines
- Strong analytical, problem solving and decision-making skills
- Excellent organizational and prioritizing skills
- Detail oriented with strong ability to multitask

## Interpersonal Skills:

- Works well w/ a variety of staff
- Gears communication to the needs of others
- Strong oral and written interpersonal skills
- Demonstrated customer service orientation
- Ability to work both independently and as a team player
- Ability to effectively operate in a fast paced work environment

## Qualifications and Core Competencies:

- Bachelor's Degree in Accounting/Finance.
- 3-5 years of experience as an Accountant
- English (must read, speak, write and understand)
- Strong math skills
- Strong writing skills
- Inform management of potential issues
- Respects timelines set to complete work projects
- Prioritizes work flows & escalates time sensitive matters
- Consistently shares issues and problems with director, providing a potential solution when able
- Writes clear & concise e-mails / letters / correspondence
- Uses technology such as word processing, spreadsheets and email to access and communicate information.
- Seeks ways to work more efficiently and effectively while not losing sight of departmental goals
- Follows up w/ requests from other departments /auditors for information / reports
- Assists co-workers when necessary