



Providence House, Inc.

Position Description

SENIOR ACCOUNTANT

Providence House Mission Statement

Providence House keeps kids safe and families together,
embracing them with support to enhance stability that strengthens communities.

Reports to: Chief Financial Officer

Major Functions: The Senior Accountant is a senior accounting professional responsible for the accuracy of financial reporting, integrity of the organization's financial records and key accounting operations. The position oversees and manages all accounting processes, ensures compliance with applicable accounting standards and internal policies, provides audit and compliance support, and provides day-to-day guidance to the Staff Accountant. The Senior Accountant works closely with the CFO, Human Resources, and other departments to maintain effective financial processes and internal controls.

Locations: Primary: *Providence House East Campus – 11801 Buckeye Road, Cleveland*
Secondary: *Providence House West Campus – 2050 W. 32nd Street, Cleveland*

Salary Range: \$70,000-\$95,000

Essential Duties and Responsibilities:
Accounting Operations and General Ledger
<ul style="list-style-type: none">Own and execute month end and year end close processes, including journal entries, account analysis, supporting schedules and reconciliations.Research and resolve accounting discrepancies and recommend process and control improvements.Prepare monthly, quarterly and annual financial statements and internal reporting packages.Provide audit support by providing supporting documentation, preparing schedules, and being day-to-day liaison with the audit team.Assist with budgeting, forecasting, prepare budget to actual analysis.Provide day-to-day guidance and oversight to the Staff Accountant and support the CFO in maintaining effective accounting processes and internal controls.
Accounts Payable, Payroll, and Benefits
<ul style="list-style-type: none">Manage accounts payable and disbursements, including vendor documentation, payments, approvals and all other related processes.Serve as the Finance liaison with Human Resources for payroll and benefits accounting, including payroll journal entries, accruals and benefit related accounting.Maintain fixed asset records, record depreciation, and reconcile fixed asset activity to the General Ledger.
Accounts Receivables, Reenue, Cash Management, Compliance and Reporting
<ul style="list-style-type: none">Maintain internal accounting records and reconcile accounts and pledges receivable and related billing activity, temporarily restricted funds, grants, donor programs and other revenue generating activities with fundraising team.Monitor cash requirements and coordinate transfers among bank and investment accounts..Prepare supporting schedules and documentation for annual financial and other required audits, IRS Forms 990, and assigned regulatory and compliance reporting.Prepare quarterly New Markets reporting and Event Profit & Loss statements and maintain accurate, audit-ready financial documentation.
Other Responsibilities
<ul style="list-style-type: none">Collaborate with organizational leaders on accounting questions, financial processes, and special projects.Provide backup support for critical Finance functions and perform other duties as assigned.
General Duties
<ul style="list-style-type: none">Effectively manage relationships with internal and external partners including donors, banks, auditors, and other financial service providers

▪ Undertake other projects as requested by the CFO or Treasurer
▪ Partner with External Relations to support fundraising initiatives, donor engagement, and events that advance philanthropic support for the organization
▪ Participate as directed in Providence House special events, speaking engagements, and other fundraising and community events
▪ Demonstrate cultural competence and a commitment to diversity, equity, and inclusion in interactions with clients, staff, community partners, donors, and other stakeholders

Education and Experience

- Bachelor's degree in Accounting or a related field, or an equivalent combination of education and progressively responsible accounting experience.
- Significant progressively responsible accounting experience demonstrating the ability to independently manage complex accounting functions; approximately 7 years of experience is preferred rather than an absolute requirement.
- Strong experience with general ledger accounting, reconciliations, financial analysis, month-end/year-end close, accounting software, and Microsoft Excel.

Preferred Qualifications

- Nonprofit financial management and fund accounting experience strongly preferred.
- Experience with nonprofit fund accounting, restricted net assets, grant accounting, and compliance with applicable grant and funding requirements.
- Experience in a human-services, social-services, healthcare, childcare, or similarly mission-driven nonprofit environment preferred.
- Experience with Financial Edge preferred.
- Advanced proficiency in Microsoft Office Suite, database applications, and accounting/financial management software.

Knowledge, Skills, and Competencies

- Strong knowledge of generally accepted accounting principles, internal controls, and financial reporting practices.
- Strong analytical, critical-thinking, organizational, and problem-solving skills with excellent attention to detail.
- Ability to manage multiple priorities, independently resolve accounting issues, and provide effective guidance to others.
- Effective communication and collaboration skills, sound professional judgment, integrity, discretion, and adaptability.

Position Type/Expected Hours of Work

This is a full-time, exempt position. Typical hours of work and days are Monday through Friday, 9:00 a.m. to 5:00 p.m. Evening and weekend work may be required.

Work Environment & Physical Requirements

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, telephones, fax machines, printers/copiers/scanners, and surveillance cameras. The role primarily involves sedentary work, requiring extended periods of sitting, with occasional walking and standing. Visual acuity is necessary for close-up work on computer screens.

Physical Requirements: Candidate must be able to lift up to 40 pounds without restriction, bend at the waist, grasp, handle, and lift weight overhead, and have mobility in sitting, kneeling, and climbing stairs, which may be required in daily course of work activities.

EEO Statement

Providence House is committed to promoting a diverse environment and is proud to provide equal employment opportunities to all individuals regardless of their race, color, religion, creed, gender, age, sexual orientation, national origin, disability, marital status, veteran status, genetic information or any other characteristic protected by federal, state, or local law. In addition, reasonable accommodations for qualified individuals with disabilities may be made to perform the essential functions of the job.

Signatures

This job description has been approved by all levels of management:

Manager

Signature		Date	
Printed Name		Title	

Human Resources			
Signature		Date	
Printed Name		Title	

Employee			
<i>Employee's signature below acknowledges their understanding of the responsibilities, essential functions, and duties associated with this position.</i>			
Signature		Date	
Printed Name			