



Job Title:	Senior Accountant
Department:	Finance
Supervisor:	Mark Paepcke, Chief Financial Officer
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	Some Supervision of External Accounting resources
Location:	Remote
Travel:	5%
Hiring Salary Range	\$70,000 to \$100,000

Interested applicants should submit their resume and cover letter to resume@hri-online.com to be considered.

Introduction:

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for Tribal, state, local, and territorial governmental public health departments in the U.S. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is on an ongoing journey to build an inclusive and welcoming organization.

Position Summary:

We are seeking an experienced and detail-oriented Senior Accountant to join our finance team. The Senior Accountant will be responsible for managing financial transactions, general ledger management, ensuring compliance with accounting principles, and playing a key role in the effective utilization of federal grant funds through developing and managing reporting capabilities in Sage Intacct's accounting platform. The successful candidate will contribute to the overall financial health of the organization by maintaining accurate financial records, preparing GAAP financial and grant financial reports, and collaborating with cross-functional teams. Additionally, the Senior Accountant will participate in the equity-based strategic goals of the unit to meet PHAB's organizational strategic priorities¹.

Position Responsibilities:

- Financial Reporting:
 - Prepare accurate and timely monthly, quarterly, and annual financial statements in accordance with GAAP.
 - In coordination and support of the Senior Grants Specialist, generate specialized reports for federal grant agencies, ensuring compliance with grant regulations and guidelines.

¹ [PHAB-Strategic-Plan-2022.pdf \(phaboard.org\)](https://phaboard.org/PHAB-Strategic-Plan-2022.pdf)



- Grant Accounting:
 - Oversee the accounting and financial reporting for large federal grant awards.
 - Work closely with the Senior Grants Specialist to monitor grant spending, ensure compliance, and provide financial information for grant proposals.
 - Monitor labor cost/timesheet allocations against project budget; ensure appropriate indirect rate used to a specific project approved by the grantor.
 - Analyze grant milestones progress to determine the need of grant modifications / extensions and over/underfunded amounts.
- Budgeting and Forecasting:
 - Collaborate with the finance and business operations team in the development and monitoring of annual budgets.
 - Assist in the preparation of financial forecasts and models as well as variance analysis to support strategic decision-making.
- Audit and Compliance:
 - Coordinate annual audits and assist external auditors in the preparation of audit schedules.
 - Ensure compliance with applicable laws, regulations, and grant requirements.
- General Accounting:
 - Manage day-to-day accounting activities, including accounts payable, accounts receivable, and general ledger entries.
 - Reconcile bank statements and other financial accounts.
- Process Improvement:
 - Identify and implement process improvements to enhance efficiency and accuracy in financial operations.
 - Stay informed about changes in accounting standards and regulations.

Knowledge and Skills required:

- Bachelor's degree in accounting, finance, or related field; CPA preferred.
- Minimum of 6-10 years of experience in accounting, with a focus on not-for-profit organizations and federal grant accounting.
- Solid understanding of GAAP and financial reporting requirements.
- Experience with accounting software; knowledge of Sage Intacct is a plus.
- Excellent attention to detail, analytical skills.
- Strong communication and interpersonal skills.
- Ability to work independently and be self-directed and self-motivated.
- Demonstrated ability to analyze budgets, determine funding allocations and forecasting of future financial requirements.
- Demonstrated ability to work effectively with external partners to develop processes and solutions around growth and financial management systems.
- Excellent written and verbal communications skills as shown in taking detailed and complex financial material and making it accessible to lay people.
- Excellent interpersonal, communication, customer-service, and organization skills.



- Excellent ability to work with and support small working groups of professionals.
- Excellent ability to handle multiple projects and organize materials and people to achieve outcomes within tight timelines.
- Skilled in the use of technology to manage projects and communicate with diverse audiences.
- Demonstrated experience working collaboratively with peers in a team-oriented environment.
- Proficient in database and computer application systems and computer literacy.

Role Impact:

As a Senior Accountant within our finance team, you will play a pivotal role in shaping the financial landscape of our high growth organization. Your expertise and attention to detail will be instrumental in managing financial transactions, maintaining an accurate general ledger, and ensuring compliance with accounting principles and grant requirements. Beyond traditional accounting responsibilities, teamwork within the finance unit grant specialists will extend to the effective utilization of federal grant funds through the development and management of reporting capabilities in Sage Intacct's accounting platform.

In addition to your core responsibilities, you will actively participate in the equity-based strategic goals of the unit and organization. Your role will contribute to meeting PHAB's organizational strategic priorities, demonstrating a commitment to the broader mission and vision of the organization. This position offers a unique opportunity to be a key player in both financial excellence and organizational advancement. Please submit your resume, cover letter, and three professional references to resume@hri-online.com.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

PHAB is committed to inclusion, diversity, equity, and antiracism (IDEA) and is engaged in intentional efforts to advance IDEA as an organization. We are committed to creating inclusive and equitable spaces that reflect our values and culture as an organization and to ensure our employees have the most positive experience as a part of PHAB.

DISTRIBUTED EMPLOYER ENVIRONMENT: The Public Health Accreditation Board's staff currently work in a remote office environment. Employees working from home must agree to maintain a professional working environment with a dedicated workspace, including high-speed internet access. All staff are required to participate in in-person staff meetings that occur currently on a semi-annual basis for up to 5 consecutive days. These in-person staff meetings may be increased to a quarterly basis, as determined by management. Travel and related expenses for these meetings will be paid for by the employer.

VACCINATION: PHAB recommends but does not require its staff, volunteers, interns, fellows, assignees, and meeting attendees be up to date with an FDA-approved COVID-19 vaccination series, including boosters. Other risk-mitigation measures, such as wearing masks in our offices or in meeting settings are also optional.



EEO STATEMENT: PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.