



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Job Posting

Senior Accountant			
Department:	Finance	Date Prepared:	9/16/2022
Prepared by:	Melanie Scheetz	Reports to:	Executive Director
FSLA Status:	Full-Time, Exempt		

Summary of Position

The Senior Accountant is responsible for monitoring the agency's financial health, At the Coalition, the successful Senior Accountant is a skilled financial professional who is:

- Highly experienced in non-profit accounting (including GAAP) and expert in QuickBooks.
- A hands-on accountant who can work collaboratively with the Finance Committee, management, front line staff, and funders.
- Passionate about forecasting, analysis, and efficiency.
- A self-starter, a problem solver, and driven to help others.
- Well organized, flexible, and enjoys the challenges of supporting an office of diverse people.

This position is based out of the Coalition's offices at 1750 S. Brentwood Boulevard, Brentwood, MO 64144.

Essential Functions & Responsibilities

- Oversees all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintains internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinates all external financial audit and grant/contract activity.

Address
1750 S Brentwood Blvd., Suite 210
St. Louis, MO 63144

Phone / Fax
Office: 800.FOSTER.3 (314.367.8373)
Fax: 314.241.0715

Website
www.foster-adopt.org



- Consistently inputs and analyzes financial data and presents financial reports in an accurate and timely manner; creates and clearly communicates monthly, quarterly, and annual financial statements; monitors progress and changes, keeping the Finance Committee, Executive Director, and COO abreast of the agency's financial status.
- Works with the Executive Director and COO in the annual budgeting and planning process; administers and reviews all financial plans and compares to actual results with a view to identify, explain, and correct variances as appropriate.
- Oversees all financial, project/program and grants/contracts accounting; ensures that expenditures are consistently aligned with grant/contracts and program budgets throughout the grant/contract period; creates financial reporting materials for government, corporate, and foundation grants/contracts.
- Invoices government, corporate, and foundation grants/contracts accurately and in a timely manner.
- Processes payroll and maintains the payroll systems with support of the Director of Human Resources.
- Processes bills in a timely manner, maintain accounts payable and receivables.
- Creates and manages organizational cash flow forecasting by working in partnership with the Executive Director and COO.
- Continuously collaborates with the Finance Committee, management, front-line staff, and funders to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manages and tracks the performance of invested assets in keeping with policies and investment guidelines.
- Complies with the principles of integrity which requires at minimum reliability, honesty, confidentiality, and objectivity.
- Ensures the agency maintains a clean annual financial audit, continues BBB accreditation, and achieves Council on Accreditation, and other industry compliance standards.
- Respects and demonstrates understanding for differences including the ability to interact effectively with individuals regardless of race, religion, gender, gender identity and expression, national origin, sexual orientation, age, disability and socioeconomic status.
- Is receptive and responsive to training, coaching, supervision, and feedback; works well in team setting.
- Responds to communication from staff, clients, and professionals in a timely manner.
- Participates in team and agency meetings and/or individual professional consultations. Majority of these meetings should be attended in person (virtually during pandemic restrictions).
- Follows procedures for meeting and consulting with supervisory staff.

Department Specific / Non-Essential Functions

- Other duties as assigned with or without accommodation.
- Provides assistance for client support, as needed, such as organizing material goods distribution to families, etc.
- Supports the Coalition's mission – attends special events, training events, and other "all hands on deck" activities.

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Qualifications & Requirements

Education

- Bachelor's degree in a related field. CPA highly preferred,

Experience, Skills & Qualifications

- 5+ years' experience as a senior-level accounting or finance manager.
- Strong working knowledge of detailed financial data analysis.
- Proven payroll experience, with a focus on streamlining accounting processes.
- Exemplary history of financial project management.
- Working knowledge of federal, state, and local compliance regulations and reporting.
- Expert in QuickBooks and Excel.
- Proficient in Microsoft Office, including Outlook and Word.
- Strong organizational and time management skills, and ability to prioritize.
- Must be a self-starter, driven, and highly organized.
- Excellent communication and interpersonal skills.
- Strong problem-solving skills and analytical abilities.
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions and handle vendor contracts, among other tasks.
- Organization and the ability to multitask.
- Flexibility to support the agency through rapid growth.
- Strong interpersonal skills to interact positively with all employees.
- Leadership ability to manage challenges.
- Attention to detail to ensure tasks are completed thoroughly and correctly.

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics

- Requires an understanding of diversity (racial, ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- Stresses a respect for the confidentiality of the children and families the organization serves.
- Requires a clean criminal history.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

Organizational Relationships/Scope

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- This position reports to the Executive Director. Collaborative consultation will be sought from all teams.

Working Conditions

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for external-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

- COVID-19 safety precautions outlined by the agency must be followed.
- This position entails work in the community and office.
- While performing the duties of this job, the employee is required to communicate effectively.
- The physical requirements of this job includes: sitting, standing, walking, climbing stairs; lifting up to 25 lbs., pulling and/or pushing on occasion.
- Use of automobile for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8 AM – 5:00 PM CST.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

Agency Shared Values

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- **Inclusion:** We respect, leverage, and engage everyone’s unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.

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- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes in leadership.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

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