

Senior Accountant

Overview: The senior accountant position is a seasoned financial professional responsible for various accounting functions within the URI Foundation & Alumni Engagement (URIFAE) and reports to the Controller. This position plays a crucial role in maintaining accurate financial records, analyzing financial data, ensuring compliance with accounting standards, and providing valuable insights to support strategic decision-making. The senior accountant will have access to sensitive information and should demonstrate the ability to maintain strict confidentiality, exercise sound judgment, and adhere to URIFAE's confidentiality policies and practices.

The ideal candidate is self-motivated and driven by a personal commitment to the highest professional standards in a team environment. This position will collaborate with internal and external partners and should have the ability to understand colleagues' needs, communicate effectively, and maintain positive interactions that are instrumental in achieving our objectives.

Responsibilities:

- **Financial Reporting:** Assists in the preparation of financial statements, including statement of financial position and statement of activities, ensuring accuracy and compliance with accounting standards.
- **Month-End and Year-End Close:** Assist in the month-end and year-end close processes, which includes reconciling accounts, such as prepaid expenses, pledges receivable and gift fee calculations, reviewing journal entries, and preparing financial reports for management and external stakeholders.
- **Financial Analysis:** Assists in analyzing financial data to identify trends, variances, and opportunities for improvement. Provide insights and recommendations to management to support strategic planning and resource allocation.
- **Endowment Reporting:** Review endowment funding status to provide annual updates to the University of funds available. Perform quarterly underwater analysis to report to management. Assist in the monthly endowment unit value calculations.
- **Budgeting and Forecasting:** Assist in the preparation of budgets and forecasts, collaborating with relevant departments to gather input and ensure accuracy of financial projections.
- **General Ledger Management:** Supports the team with maintaining the general ledger, ensuring proper classification of transactions and accuracy of account balances.
- **Reconciliation:** Perform periodic account reconciliations to ensure consistency and accuracy between financial records and supporting documentation.
- **Internal Controls:** Implement and monitor internal controls to safeguard financial assets, prevent fraud, and maintain compliance with relevant regulations.
- **Audit Support:** Collaborate with auditors during financial audits, providing requested documentation, explanations, and ensuring adherence to audit requirements.

- **Tax Compliance:** Assist in the preparation of tax returns, such as the 990, 990T, 926 and 8865 forms, and ensure compliance with relevant tax regulations. Stay updated on changes in tax laws that could impact the organization. Work with our attorneys to ensure state charitable registrations are in compliance.
- **Process Improvement:** Identify opportunities to streamline accounting processes, enhance efficiency, and improve the accuracy of financial reporting.
- **Ad Hoc Projects:** Contribute to special projects as assigned by management, which may include system implementations, process enhancements, or financial analysis initiatives.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field. A master's degree or professional accounting designation (e.g., CPA) is preferred.
- 5+ years, with at least 3 years in the nonprofit sector, of progressively responsible accounting experience, with a focus on financial reporting, analysis, and reconciliation.
- Strong knowledge of accounting principles, regulations, and standards.
- Proficiency in accounting software and financial management systems. Experience with Blackbaud products, Oracle software products and expense management software is a plus.
- Excellent analytical skills and attention to detail.
- Advanced proficiency in spreadsheet software (e.g., Microsoft Excel).
- Strong communication skills, both written and verbal.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Knowledge of tax regulations related to nonprofit entities and unrelated business income tax.

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Salary: \$60,000 to \$80,000 based on experience.

Join URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off and retirement savings programs. For this position, the work schedule is three days in the office and two days of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

Send your **cover letter, resume and salary requirements** to: URIFAE Attn: Leo Perrone, Director of Human Resources, 73 Upper College Road, Kingston, RI 02881 or email it to us at URIFAE-hr@etal.uri.edu.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.