



**Position:** Senior Accountant  
**Department:** Operations  
**Position Type:** Full-time (40-hours), Exempt  
**Reports to:** CEO

Working Solutions ([www.workingsolutions.org](http://www.workingsolutions.org)) is a Community Development Financial Institution (CDFI) whose mission is to provide microentrepreneurs with the access to capital and resources they need to start or grow a successful business. We serve a diverse population, but prioritize serving low-income individuals, women, and minorities. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. We provide capital in the form of small business loans (microloans) from \$5,000 up to \$50,000 and grants, and tailored consulting services. The organization was established in 1999 and launched its microenterprise development program in 2005. Since 2005, Working Solutions has extended close to \$11 million in microloans and grants to entrepreneurs with a 96% repayment rate and has educated thousands of entrepreneurs.

**Position Overview:**

The Senior Accountant is responsible for oversight of Accounting and Finance functions, management of contracts and vendor relations, and spearheading strategic projects which increase organization efficiencies. As such this position ensures the organization remains compliant with partner banks, government entities, and other funders through thorough checks and balances processes, and by tracking and reporting financials.

**Key Duties:**

- Manage the operations of bank accounting, review journal entries, reconciliations and analytics
- Assist in the preparation and presentation of monthly and quarterly financial information. Participate in monthly close ensuring monthly financial statements are issued on time.
- Assist in production of finance and accounting department information and reports to ensure relevant and accurate information needed by management, regulatory agencies, independent auditors and other interested parties is available on a timely basis
- Work with Management to perform research, resolve issues, and create and implement policies and procedures for new strategic initiatives. Help to ensure accounting issues are properly documented and addressed, and reporting of the initiatives is accurate and efficient.
- Ensure accounting practices and documentation procedures are performed in accordance with corporate accounting and governance policies and procedures
- Maintain the general ledger, including assisting with the reconciliation of all general ledger accounts, ensuring accuracy and timeliness
- Identify process improvement opportunities and implement automation tools



**Required Qualifications:**

- Bachelor's degree in Accounting or Finance from four-year college or university;
- Minimum 5 years of relevant experience, including some experience in a banking environment;
- 3-5 years in experience in public accounting, corporate, bank/financial service firm.
- Experience with QuickBooks and strong Excel skills required;
- Organized, disciplined thinker with ability to work independently in fast paced, rapidly changing environment;
- Ability to handle all levels of work, both complex and repetitive tasks;
- Excellent time management and project management skills; must be able to track and manage details for projects/tasks, and prioritize against daily responsibilities;
- Excellent attention to detail without compromising deadlines;
- Strong people and communication skills are essential. Must interact productively with many different types of personalities and work levels;
- Excellent phone etiquette and customer service skills;
- Strong written communications and email etiquette skills;

**Salary Commensurate with Experience**

**Excellent Benefits:** Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

Please email resume and cover letter with the subject line "Working Solutions Senior Accountant" to [jenelle@workingsolutions.org](mailto:jenelle@workingsolutions.org).

No phone calls please.

Working Solutions is an Equal Employment Opportunity Employer.