

Senior Accountant/Analyst

The Santa Fe Community Housing Trust is looking for an experienced Senior Accountant/Analyst to oversee general accounting operations. A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles.

Senior Accountant/Analyst duties also include ensuring accuracy and effectiveness in all accounting tasks.

Responsibilities

- Verify, allocate, post, and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Spot errors and suggest ways to improve efficiency and spending.
- Provide technical support and advice.
- Assist with internal and external audits to ensure compliance.
- Support month-end and year-end close process.
- Ensure compliance with GAAP principles.

Requirements and skills

- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP).
- Familiarity with financial accounting statements.
- Experience with general ledger functions and the month-end/year-end close process.
- Hands-on experience with QuickBooks.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Accuracy and attention to detail.
- Aptitude for numbers and quantitative skills.
- BS degree in Accounting, Finance or relevant.