



Fellowship Housing Opportunities, Inc.

JOB DESCRIPTION: Senior Accountant

The Senior Accountant is employed by Fellowship Housing Opportunities, Inc. and reports directly to the Executive Director. This position serves as the organization's sole accounting professional and exercises autonomous professional judgment over all financial entries, recordkeeping, and reporting. While clerical support is available for routine transactional processing, the Senior Accountant bears full responsibility for the accuracy, integrity, and organization of the organization's financial records, and is responsible for ensuring compliance with nonprofit accounting standards and producing timely, accurate financial information for leadership and external stakeholders.

Financial Recordkeeping & General Ledger Management

- Maintain sole authority and accountability for all journal entries, account coding, and general ledger maintenance, including final review and approval of all entries processed by support staff.
- Review, record and/or reconcile all financial transactions on a timely basis, including accounts payable, accounts receivable, payroll, and fund transfers.
- Maintain fixed asset schedules, including depreciation entries and disposals.
- Perform monthly bank and account reconciliations to ensure the accuracy of all ledger balances.

Financial Reporting & Analysis

- Prepare accurate and timely financial statements for review by the Executive Director and Board of Trustees.
- Produce budget-versus-actual reports and provide clear written or verbal explanation of material variances.
- Prepare and monitor the annual operating budget in collaboration with the Executive Director.
- Monitor cash flow and organizational financial position on an ongoing basis.
- Maintain restricted and unrestricted fund balances in accordance with donor intent and grant requirements.

Grant & Regulatory Compliance

- Oversee required monthly billing submissions and financial reporting to applicable government agencies and housing authorities.
- Maintain grant ledgers and ensure expenditures are properly allocated and documented in accordance with funder requirements.
- Prepare and submit required federal, state, and local financial filings and reports.
- Coordinate with program staff to ensure grant-funded expenses are accurately tracked and reported.
- Monitor investment accounts and restricted funds for compliance with applicable terms.

Audit Preparation & Internal Controls

- Serve as the primary point of contact for the annual financial audit; prepare all required schedules, workpapers, and supporting documentation.
- Coordinate external financial reviews, regulatory examinations, and funder site visits as required.
- Establish and maintain sound internal controls appropriate for a single-accountant environment.
- Identify and communicate any financial risks, irregularities, or control weaknesses to the Executive Director.
- Maintain organized, audit-ready financial records at all times.

Payroll & Accounts Payable

- Oversee bi-weekly payroll processing and maintain complete payroll records.
- Review filing of IRS payroll tax deposits and quarterly/annual payroll returns (940, 941, W-2s).
- Review employee benefit deductions and coordinate with benefit carriers on enrollments, changes, and terminations.
- Review and process vendor invoices for accuracy and appropriate authorization prior to payment.
- Maintain vendor files, W-9s, Certificates of Insurance, and prepare annual 1099 filings.
- Monitor the accounts payable aging and manage cash disbursements in alignment with cash flow.

General Responsibilities

- Exercise independent, well-reasoned judgment on accounting treatments, entry decisions, and financial policies in the absence of a finance team.
- Communicate financial insights, concerns, and recommendations to the Executive Director on a timely basis.
- Maintain confidentiality of all financial and personnel information.
- Administer and maintain access to banking portals, benefit platforms, and government billing systems as operationally required.
- Assist the Executive Director with special projects and financial analysis as requested.
- Perform additional duties as assigned.

Special Requirements

- Employment is contingent upon the satisfactory completion of all required pre-employment background screenings, with continued employment subject to periodic background checks as required.
- Must demonstrate personal financial soundness as reflected in a current credit report.
- Valid NH Driver's license, personal vehicle, and auto insurance required.

Minimum Qualifications

- Bachelor's degree in accounting, finance, or a closely related field; or an equivalent combination of education and practical accounting experience.
- Minimum of five (5) years of progressive accounting experience; nonprofit accounting experience strongly preferred.
- Demonstrated ability to independently manage a full set of books without a supporting accounting team.
- Experience reviewing and ensuring the accuracy of work performed by support staff, with the ability to communicate corrections professionally and effectively.
- Strong working knowledge of GAAP, fund accounting, and nonprofit financial reporting requirements.
- Experience with HUD billing, affordable housing finance, or behavioral health funding is strongly preferred.
- Working knowledge of payroll processing and payroll tax compliance (IRS and NHES).
- Proficiency in accounting software (QuickBooks or similar) and Microsoft Office Suite, with advanced Excel skills.
- Exceptional attention to detail, accuracy, and organizational discipline.
- Ability to manage multiple deadlines independently and escalate issues to the Executive Director in a timely manner.
- High degree of integrity, discretion, and professional judgment.

Employee Acknowledgment

I acknowledge that the above position description has been reviewed with me and I understand my performance expectations in this position. I also understand that this position description does not constitute a contract of employment.

Employee: _____ Date: _____



APPLICATION FOR EMPLOYMENT

Fellowship Housing Opportunities is an equal opportunity employer and considers applicants on the basis of qualifications without regard to race, religion, marital status, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

INTRODUCTORY INFORMATION

Name: _____ Date: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____ Phone: _____

APPLICANT QUESTIONS

Position applying for: _____ Salary desired: _____ /per _____ Date Available: _____

Days/hours available for work: _____

If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No

Are you 18 years of age or older? Yes No

Are you a Veteran? Yes No

How were you referred to Fellowship Housing Opportunities? _____

Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation? Yes No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain in detail on a separate piece of paper.

EDUCATION

High School or last grade completed:

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

College or Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____



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Other Schooling or Training

Name & Address of School: _____

Course of Study: _____

Number of years completed: _____

Degree/Diploma: _____

MILITARY EXPERIENCE

Branch of Service: _____

From: _____

To: _____

Rank/Type of Service: _____

Job-Related Training/Experience: _____

RECORD OF EMPLOYMENT

List positions (including volunteer positions) starting with most recent. You may also provide a resume but all applicants are required to complete each section of the application.

Employer: _____

Telephone: _____

Address: _____

Position Title: _____

Supervisor: _____

Start Date: _____

Date Left: _____

Beg. Salary: _____

End Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____

Telephone: _____

Address: _____

Position Title: _____

Supervisor: _____

Start Date: _____

Date Left: _____

Beg. Salary: _____

End Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____

Telephone: _____

Address: _____

Position Title: _____

Supervisor: _____

Start Date: _____

Date Left: _____

Beg. Salary: _____

End Salary: _____

Duties: _____

Reason for Leaving: _____



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WORK-RELATED REFERENCES

Do not include relatives/non-work friends

<u>Name</u>	<u>Occupation</u>	<u>Years Known</u>	<u>Contact Information</u>
1.			
2.			
3.			

STATEMENT

Please read this statement carefully before signing this application

I understand that employment with Fellowship Housing Opportunities is at-will, meaning that I or Fellowship Housing Opportunities may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Fellowship Housing Opportunities to conduct a drug screen, credit check and criminal background screening, as well as a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release Fellowship Housing Opportunities, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant

Date Signed