



BOYS & GIRLS CLUBS
OF ST. CHARLES COUNTY

Senior Accountant

Boys & Girls Clubs of St. Charles County is seeking a full-time Senior Accountant to lead day-to-day finance operations with responsibility for accounting, accounts payable, accounts receivables, budgeting, maintenance of general ledger, and internal and external reporting.

This position reports to the CEO, serves on the Administrative Leadership Team, and has shared supervisory responsibility of an Administrative Assistant who assists in accounting duties and audit preparation. The Senior Accountant attends the monthly Finance Committee meetings, actively participating in the discussion and preparing auxiliary reports as needed.

Job Details: The Senior Accountant for Boys & Girls Clubs of St. Charles County is a full-time exempt position, 32-39 hours per week; flexible schedule with opportunity for hybrid with both in-person and remote work after successful onboarding. The salary range is \$65,000-\$75,000 depending on experience and skillset with leadership and growth opportunities within the organization. The position is based in our Administrative Office located at 1211 Lindenwood Avenue, St. Charles, MO 63301.

Position Duties & Responsibilities:

- Collaborate with the Chief Executive Officer and board-led Finance Committee to develop annual income and expense budget.
- Provide coordination and support to plan, develop, and manage budgets for all aspects of Club operations, including grants, tax credits and state programs and provide or submit reports as required on a regular basis
- Prepare billings for grantor reimbursement and ensure financial compliance is maintained for grantor funds.
- Ensure proper required record retention for all financial operations, including grants, tax credits and state programs.
- Establish and implement and maintain written policies and procedures for all financial and administrative functions, ensuring appropriate controls, compliance with generally accepted accounting practices, and state and federal legal requirements.
- Provide timely and complete forecasting and reporting of financial results and recommendations necessary actions to maintain the fiscal health of the Club.
- Work closely with Club leadership to maintain, analyze, interpret and timely report financial information needed to effectively manage the Club.
- Continuously identify and evaluate opportunities to improve financial operations, record keeping and reporting as well as procurement and vendor management to increase revenue and decrease expenses.
- Work with external auditors to prepare and review audit schedules and reports of audit findings.
- Maintain financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
- Recommend additions, deletions, or changes to accounting policies and procedures to maintain internal control.
- Oversee the organization's treasury operations including banking, credit, investments, and other financial instruments.

- Maintain completeness and accuracy of general ledger and subsidiary ledgers monthly, including bank and credit card reconciliation.
- Prepare and/or review payroll with third party vendor and maintain appropriate cost allocation.
- Monitor and recommend operating cash and CD balances using a cash forecast to support recommendations.
- Ability to interact positively and assist all agency departments and programs, supporting some special events that occur outside of traditional business hours.
- Must be able to perform tasks independently as well as work with other team members.
- Perform other related duties as assigned.

Confidential Information: This position will have access to confidential organization information requiring discretion.

Knowledge, Skills and Abilities Required:

- Demonstrated knowledge of budget management and accounting practices, processes, and procedures of non-profit organizations.
- Experience running administrative risk management functions.
- Minimum 5+ years of experience managing finance organizations/operations, preferably with non-profits.
- Experience with QuickBooks, Paycor, and Ramp or comparable payroll/HR CRM and accounts payable systems.
- Demonstrated ability to establish and maintain effective working relationships with team, board members, volunteers, community groups and other related agencies.
- Bachelor's degree from an accredited college/university or equivalent experience of applicable skills and knowledge.
- Strong communication skills both oral and written.

To Apply: We encourage passionate and experienced individuals to submit a cover letter and resume (including 3 references) to adminunit@bgcstc.org with "Senior Accountant" in the subject line.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for jobs unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.

The information presented indicates the general nature/level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.