

**Community Blood Center, Inc.**  
**Appleton, WI 54914**  
**Job Description**

**TITLE:** Senior Accountant  
**DEPARTMENT:** Administrative Services  
**REPORTS TO:** Vice President, Finance  
**FLSA STATUS:** Exempt      **WEEKLY HOURS:** 40  
**OCCUPATIONAL SAFETY LEVEL:** C – Low Exposure  
**WRITTEN:** 10/03/2022      **LAST REVIEWED:** 10/03/2022      **BY:** Matt Lyons

**JOB SUMMARY:** The Senior Accountant handles a wide variety of advanced accounting work for month-end close and preparation of reports and analyses. Responsible for maintaining the general ledger, accounts payable, and reviewing fixed assets. Develops and maintains controls to assure proper management of company assets and the accuracy of all transactions and activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):**

1. Responsible for month-end close activities and general ledger maintenance, including daily and monthly postings and adjustments. Provides accounting information to others as needed. Assures appropriate controls are established and followed to assure all transactions are accurate and complete.
2. Assist with the preparation of monthly financial statements and budget reports for expense review process. Prepares necessary financial reports for Senior Management, and monitors variances between actual and budgeted income and expenses during the fiscal year. Also, assists with the preparation of annual budget.
3. Assures accurate accounts payable processing, including authorization verification. Monitors the maintenance of vendor files, payment terms, repetitive invoices, and status for 1099 purposes.
4. Responsible for providing the report for the timely deposits and monthly reconciliation of 403(b) plan amounts.
5. Participate in various projects and continuous improvement efforts.
6. Assists with the annual audit of the financial statements. Provides workpapers and support as needed for the auditors. Prepares necessary confirmations for cash, investments, receivables and payables.
7. Responsible for assisting with the preparation and/or verification of filing of annual tax returns, to include, annual payroll tax reports, including filing W-2's, 1095-Cs, and Forms 1099, 1096 and 990.
8. Complies with all policies and procedures as outlined in the CBC Employee Handbook, CBC

SOPs or directives. Maintains current level of job-related skills by attending inservices and training sessions and reading publications.

**EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS:** Completion of a bachelor's degree in accounting or finance and 5+ years of general accounting experience. In all cases, a thorough understanding of basic accounting principles is required. Training and experience in accounting and control procedures, financial planning and budgeting is desirable. Extreme attention to detail is a must. Good time management is needed to assure the timely processing of all information while meeting the monthly and annual reporting requirements. Advanced level of Excel skills is required along with experience in running various accounting packages, to provide for needed automation verifications not provided in the accounting package. Employee may occasionally be required to lift objects or materials weighing up to 30 pounds.

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principle job elements for making fair pay decisions.

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