

## SENIOR ACCOUNTANT ACCOUNTANT III

East-West Gateway Council of Governments (EWG) has an opening for a Senior Accountant in the Administration Department. This management position will report directly to the Controller and provide support for various financial processes. Responsibilities and duties include but are not limited to:

- Delegating duties to, training, and supervising assigned accounting staff.
- Reviewing daily accounts receivable (AR), accounts payable (AP) transactions, and other accounting processes performed by direct reports for accuracy and completeness.
- Analyzing and reviewing monthly journal entries to ensure proper classification and adherence to accounting standards.
- Reviewing and assisting accounting staff with the preparation of monthly invoices sent to grant funding agencies
- Reviewing monthly bank reconciliations to identify and resolving any discrepancies.
- Performing month-end closing procedures for AR, AP, and revenue recognition.
- Communicating with consultants, sub-recipients, and vendors, as needed, to collect needed financial information to reconcile and process AP transactions.

The successful candidate will have demonstrated familiarity with accounting software applications, current GAAP requirements, and Federal Cost Principles and Audit Requirements (2 CFR Part 200). The ideal candidate will have prior full-cycle accounting and supervisory experience. Additionally, the successful candidate will be detail oriented, have strong organizational and time management skills, have the ability to work on multiple tasks simultaneously, have excellent verbal and written communication skills, and be able to work closely with a small team. This position will entail reviewing the work of direct reports and the successful candidate must be able to understand and follow established workflows and time constraints of other positions, so that delays in regular accounting process do not occur.

This position requires a bachelor's degree in accounting or business administration with an emphasis in accounting, from an accredited, four-year college or university and a minimum of 5 years of related professional accounting experience; or a graduate degree in accounting may be substituted for 1 year of experience; or any equivalent combination of directly related education and professional experience.

All applicants for this position must be authorized to work in the United States.

The salary range for this position begins at \$62,352 annually, with actual starting salary based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at [www.ewgateway.org/careers](http://www.ewgateway.org/careers).

Applicants should submit a cover letter and resume by email to: [careers@ewgateway.org](mailto:careers@ewgateway.org); with the subject line: Senior Accountant Application.



**EAST-WEST GATEWAY**  
**Council of Governments**

Creating Solutions Across Jurisdictional Boundaries  
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**AN EQUAL OPPORTUNITY EMPLOYER**