



## **North Atlantic States Carpenters Benefit Funds Position Description**

**Position Title:** Senior General Accountant  
**Department:** Accounting  
**Reports To:** Controller (Hamden, CT)  
**FLSA Status:** Exempt

### **SUMMARY**

This position, located in our Hamden, CT, office, requires a diverse knowledge of accounting and reporting in addition to strong general ledger, analytical and interpersonal skills, as well as full-cycle accounting experience. The Sr. General Accountant will be a team player who works with other accounting staff and provide accounting support to the Controller by performing a wide range of accounting functions described below.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position will support the Controller and certain financial operations in the following areas:

- Maintain an updated investment schedule in a timely manner to keep track of the investment activities on a monthly and quarterly basis and keep track of daily capital activities Prepare and enter required journal entries as deemed necessary.
- This position will assist with developing and supporting the internal processes for interest crediting assessments along with the required fund balance reconciliations.
- Prepare a variety of monthly reconciliations and analysis including but not limited to contributions, benefit distributions, administrative expenses, and fund balance on a regularly scheduled basis.
- Provide monthly, quarterly, and year-end reporting and analysis of contribution income by geographic location (hour and dollar by states).
- Analyze, report, communicate and correct variances in all accounting areas including but not limited to taxes.
- Assist and support the Controller with the coordination of Internal Audit/Compliance efforts.
- Collaborate and assist Controller with management and fulfillment of independent external audit requirements.
- Provide support, and where applicable prepare, various journal entries, GL postings, GL review/analysis and reconciliations required.

- Other shared job duties along with cross training with other accounting professionals as deemed appropriate by the Controller.
- Provide backup assistance to accounting staff and benefit fund organization as needed.
- Work with Accounting and Management staff to consistently develop and update operating policies and procedures as well as process documentation.

**EDUCATION and EXPERIENCE:**

- Bachelor's degree in accounting, finance, or related area along with 5-10 years prior general accounting experience.
- Knowledge of Taft-Hartley benefit plan administration/accounting considered a plus.
- Strong understanding of ERISA regulations, guidelines, and practices.
- Working knowledge and understanding of Generally Accepted Accounting Principles as well as strong understanding in audit, compliance and tax issues required.
- Previous Investment experience is required.
- Defined Contribution Plan accounting experience is preferred.
- Proficient in Excel and must possess excellent analytical and organizational skills are required.
- CPA credentials/training considered a plus.
- Ability to collect, research, and synthesize complex information to provide data-informed recommendations in variety of balancing processes, with a strong sense of insight and experience to complement the data.

**BENEFITS:**

At the North Atlantic States Carpenters Benefit Funds we offer a comprehensive benefits package that includes medical, dental, vision, life and disability insurance plans. We also offer paid holidays, vacation, PTO and two retirement plans. At NASCBF, our employees enjoy a shorter workweek (37.5 hours), good work-life balance and work that is always challenging. When you join us you will have the ability to make a difference! [www.carpentersfund.org](http://www.carpentersfund.org)