

**Hemenway Trust Company**  
**JOB DESCRIPTION**

**JOB TITLE:** Senior Accountant  
**FLSA STATUS:** Exempt  
**SUPERVISOR:** Director of Operations & Administration (DOA)

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**SUMMARY:** Under general supervision of the Director of Operations & Administration (DOA) the Senior Accountant ensures the timely and accurate maintenance of the financial records of the Company and the creation of financial reports. Maintains positive contact with the Account Managers and staff and observes confidentiality of client and firm matters.

***ESSENTIAL DUTIES AND RESPONSIBILITIES*** include the following. Other duties may be requested and/or assigned. Regular and predictable attendance is an essential function of the position. Essential functions are primary job duties that an individual must be able to perform successfully with or without a reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage accounting activities to ensure compliance with accounting principles, polices, and external audits.
2. Creates and posts general journal entries for accruals, payroll, cash deposits and other entries for GL activity. Generates corresponding cash transfers.
3. Reviews and obtains appropriate approval of vendor invoices. Input of vendor invoices and performs weekly check runs and prepares checks for signatures. Researches past due notices and resolves outstanding items with company vendors.
4. Tracks fixed asset purchases and disposals. Creates 1099 filings and periodic review of open vendor lists.
5. Creates client invoices and monitors unpaid accounts receivables. Posts deposits received from HTC receptionist. Works with Account Managers to resolve outstanding payments.
6. Manage revenue, account receivable, account payable expense accrual accounts.
7. Creates quarterly trustee fee receipts journal entry. Confirms receipt and monitors accurate receipt of fees from various custodians.
8. Creates and transfer assets for inter-company payments.
9. Reconciles prepaid and accrued expenses on a quarterly basis.
10. Ensures monthly bank statements are reconciled by accounting clerk.
11. Monitors cash flow and reports any financing needs to DOA

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12. Works with the DOA to create the annual budgets and three-year projections.
13. Analyze financial information and reports to provide accurate and timely financial recommendations to management for decision making purpose.
14. After review of monthly general ledger by DOA, creates standard financial package for Managing Directors.
15. Assists DOA with annual audit responsibilities and New Hampshire Banking Exams and reporting.
16. Perform annual business vendor evaluations with input from key stakeholders.
17. Periodically reconciles data between custodians and internal records to ensure accurate and consistent reporting. Reconciles quarterly fee statements, outside trustee fees and payroll.
18. Works closely with Internal Auditor to collect and organize support needed for internal audit testing.
19. Generates weekly, monthly, and quarterly reports for management to identify any missing and inaccurate accounts paperwork.
20. Regularly reviews electronic records for internal audit and compliance.
21. Prepare quarterly call report by signing with managing directors.
22. Work with Excel spreadsheet to analyze and report data including Vlookups, Pivot tables, and other formula.
23. Additional responsibilities as assigned from time to time.

### ***KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:***

1. Knowledge of accounting and financial management principles at a level normally acquired through completion of an accounting degree or equivalent experience.
2. Knowledge of GAAP and accrual accounting.
3. Approximately five to seven years of on the job experience necessary in order to gain an understanding of accounting policies and procedures and effectively operate equipment in order to carry out routine accounting duties with minimum supervision.
4. Ability to demonstrate impeccable integrity in personal and fiduciary matters.

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5. Ability to organize and prioritize numerous tasks and complete them under time constraints.
6. Interpersonal skills necessary in order to communicate with a diverse group of attorneys, clients and staff and provide information and “customer service” with ordinary courtesy and tact.
7. Work occasionally requires a high level of judgment, mental effort and/or strain when performing the essential duties.
8. Strong knowledge of Microsoft Excel and other Microsoft Office programs.
9. Work occasionally requires more than 35 hours per week to perform the essential duties of the position.

*This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management’s discretion, the employee may be assigned different or additional duties from time to time.*

*Date of Last Update: September 2021*