



NEW HAMPSHIRE RETIREMENT SYSTEM

CAREER OPPORTUNITY

SR. ACCOUNTANT

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org

Position Title: Senior Accountant

Functional Area: Finance

Date Established: 10/25/2011

Reports To: Controller

Date of Last Amendment: 04/16/2026

NHRS Position Band: J

Collective Bargaining Unit Status: In Unit

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

Responsible for entering and reviewing journal entries and the accurate and timely preparation of NHRS monthly, quarterly, and annual financial operating statements in accordance with GASB and other applicable recognized accounting standards to account for NHRS Trust Fund assets. Support of the month-end and year-end close process, ensure the accuracy of general ledger entries and reconciliations, resolve discrepancies, and investigate unusual transactions.

ACCOUNTABILITIES

- Preparation of monthly, quarterly, and annual financial statements and associated monthly reports for NHRS.
- Prepares, reviews, and enters journal entries necessary to produce monthly, quarterly, and annual reports into NHRS's general ledger software.
- Serves as back-up to import and reconcile accounting information from various internal and external sources into the NHRS's general ledger system.
- Prepares monthly cash flow projection report to determine cash balances available to meet NHRS payment obligations.
- Responsible for balance sheet account reconciliations.
- Completes review and posting of monthly annuity and vendor payrolls.
- Assists with the production of NHRS' Annual Comprehensive Financial Report (ACFR), in accordance with current Governmental Accounting Standards Board (GASB) pronouncements and other recognized accounting standards.

- Document and prepare support necessary for internal and external audits.
- Support accounting staff through training, knowledge sharing, and process guidance; contribute to team effectiveness and professional development.
- Assists with the preparation and input of NHRS budgets and provide insights into the monthly movements of the various budget components from the monthly financial data analysis.
- Provides various data, reports and project assistance as requested, on an as needed basis, in the areas related to NHRS business operations, accounting or financial matters.
- Actively participates as a member of the Finance Team in all related team functions, including, but not limited to, direct involvement in various strategic plan initiatives, collaborative problem-solving, strategic development and peer feedback and support.
- Develops and maintains written procedures related to the various financial functions.
- Serves as back up to Finance team members.
- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from a recognized college or university with a major study in accounting, finance, business administration or economics. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years of progressive work experience in accounting, auditing, or financial management. Each additional year of approved work experience may be substituted for one year of required education.

License/Certification: Valid driver's license preferred.

SPECIAL REQUIREMENTS:

- This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.
- Advanced working knowledge and understanding of accounting standards, principles, and procedures.
- Strong mathematical abilities. Strength in applying established accounting methods to varied transactions.
- Possession of intermediate to advanced technological ability to understand and use multiple software and standard office systems.
- Ability to perform detailed work involving written and numerical data.
- Ability to prepare complete accurate accounting reports and statements of advanced complexity.
- Ability to communicate effectively and diplomatically with internal and external diverse constituents.

RECOMMENDED KNOWLEDGE, SKILLS AND TRAITS:

- Ability to share knowledge freely and collaborate within the accounting team and across other departments.

- Dependability and reliability

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work-related assignments on weekends are possible.