Senior Staff Accountant (General Ledger)
Finance & Administration Business Unit
Exempt

Reporting Structure:

The Senior Staff Accountant (G/L) reports to the Director, Financial Operations.

Qualifications

- Four year undergraduate degree in accounting, required.
- Minimum 5 years of work experience, required.
- Must have understanding of all elements of financial operations and their impact on the general ledger.
- Experience should include G/L account reconciliations and analysis; credit card processing and cash management; and preparation of bank account reconciliations. An understanding of revenue recognition concepts relative to restricted funding (grants and pledges), preferred.
- Experience with Great Plains and iMIS, preferred.
- Ability to effectively communicate and present financial information verbally and in writing, necessary.

Key Responsibilities

- General Ledger Accounting
- Account Reconciliations & Analysis
- Bank Reconciliations
- Cash Management
- Accounts Receivable Management

Specific Duties

- General Ledger Accounting
  - Investments - prepare GJE’s to record activity and allocate earnings; maintain investment audit schedules
  - Accounts Receivable / Pledges Receivable – review and reconcile iMIS A/R with G/L and prepare associated GJE
  - Deferred revenue – analyze all deferred revenue accounts for proper revenue recognition; prepare GJE’s to recognize earned revenue
  - Prepare reconciling GJE’s, as necessary

Please submit your resume, cover letter and salary, expectations through one of the following options:

- Email: Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- Mail: AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- Fax: 1-703-683-5100

Updated May 2018
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**ACCOUNT RECONCILIATIONS AND ANALYSIS**
- Document reconciliation of all balance sheet accounts on a monthly basis
- Maintain other G/L reconciliations on a current basis

**BANK RECONCILIATIONS**
- Prepare bank reconciliation – SunTrust Operating – Foundation
- Prepare bank reconciliation – SunTrust Operating – Academy
- Prepare GJE’s to record Banking activity
- Resolve stale check issues

**CASH MANAGEMENT**
- Prepare/post daily cash management entries for credit card transactions
- Reconcile all cash management clearing accounts monthly
- Research/resolve returned check deposits
- Research/resolve credit card charge backs

**ACCOUNTS RECEIVABLE MANAGEMENT**
- Generate manual invoices (tenant rent, etc.)
- Generate invoices in iMIS (Pledges receivables, etc.)
- Manage collections and reconciliation of open A/R and pledges receivable

**ANNUAL MEETING EXHIBIT AND SPONSORSHIP ACTIVITY**
- Prepare necessary GJE`s to post activity processed in third party vendor system
- Reconcile reports generated in third party vendor system to G/L

Updated May 2018
• Audit Support
  • Assist Director in coordination of the audit.
  • Prepare detail audit schedules and audit confirmations
  • Compile audit workpapers (digital files and paper audit binder)

• Other
  • Prepare Unclaimed Property Reporting, as needed
  • Act as backup for certain A/P functions
  • Act as backup for certain cash receipts (A/R) functions
  • Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.
  • Consistently demonstrate courteous, cooperative and helpful behavior to all contacts, internal and external.