



## Senior Staff Accountant (General Ledger)

*Finance & Administration Business Unit  
Exempt*

### Reporting Structure:

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

### Qualifications

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- 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

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

### Specific Duties

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- 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 GJEs to recognize earned revenue
  - Prepare reconciling GJE's, as necessary

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*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](mailto:employment@entnet.org).
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Account Reconciliations and Analysis
  - Document reconciliation of all balance sheet accounts on a monthly basis
  - Maintain other general ledger analysis on a current basis
  
- Bank Reconciliations
  - Prepare bank reconciliation – Operating - Foundation
  - Prepare bank reconciliation – 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 Activity
  - Prepare necessary GJEs to post activity processed in third party vendor system
  - Reconcile reports generated in third party vendor system to G/L

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- 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 and Payroll 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.

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