Senior Accountant (A/P and A/R)
Finance & Administration Business Unit
Exempt

Reporting Structure:

The Senior Accountant reports to the Director, Financial Operations, responsible for A/P and A/R, and is part of a four-person accounting team. The accounting team, led by the Director, is part of a business unit of five reporting to the Sr. Director of Finance and Administration.

Qualifications

- Four year undergraduate degree in accounting, required.
- Minimum 5 years of progressive work experience, required.
- Experience should include hands-on support for all aspects of accounting operations (cash disbursements, cash receipts, payroll, corporate credit card processing).
- Work experience in an association environment desirable.
- Experience with Great Plains and iMIS, desirable.
- Ability to review work of others, to prioritize competing deadlines, and effectively communicate.

Key Responsibilities

- In coordination with the Director, support day-to-day operations of the department as it relates to cash receipts, accounts payable, and cash management.
- Responsible for payroll and benefits processing.
- Assist Director in management of annual audit engagement.

Specific Duties

- Oversee
  - A/P processing
  - A/R processing
  - Cash Management entries
  - Review all T&E and purchase card activities

- Payroll & Benefits
  - Process bi-weekly payroll (changes, PTO, non-exempt timesheets, etc.)

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

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- Prepare & post payroll journal entries, including allocations
- Conduct employee payroll orientation and respond to on-going questions
- Maximize ADP vendor relationship
- Prepare TIAA-CREF upload and transmit payment each pay period
- Prepare annual GJE to adjust accrued leave balances
- Reconcile FSA, 457(f) accumulations and other benefit accounts.

- **Annual Audit**
  - Manage preparation of assigned audit schedules
  - Assist in management of audit process and requests for information
  - Assist in preparation of Form 990 and 990T

- **Compliance filings**
  - Monitor sales tax compliance/reporting
  - Monitor unclaimed property compliance/reporting
  - Process estimated quarterly UBIT payments

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.