



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 GJEs 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



- 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 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 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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