



Senior Manager, Financial Operations

*Finance & Administration Business Unit
Exempt*

Reporting Structure:

The Senior Manager reports to the Sr. Director, Financial Operations.

Qualifications

- Four-year undergraduate degree in accounting, required.
- Minimum 7 years progressive work experience, required.
- Experience should include financial statement analysis and account reconciliations, and hands-on support for all aspects of accounting operations (cash disbursements, cash receipts, payroll, credit card processing, bank reconciliations, fixed asset management, etc.). Experience supervising A/P, A/R and payroll functions, desirable.
- Work experience in an association environment, and public accounting experience, desirable.
- Experience with Great Plains and iMIS, desirable.
- Ability to supervise and review work of others, to prioritize competing deadlines, and effectively communicate and present financial information across the organization.

Key Responsibilities

- In coordination with the Sr. Director, supervise day-to-day operations of the department including, but not limited to, cash receipts, accounts payable, payroll, cash management, and account reconciliations.
- Responsible for monthly close of financials and review of supporting schedules.
- Manage the annual audit engagement.
- Serve as corporate credit card administrator.

Specific Duties

- Supervision
 - Supervise/review A/P processing
 - Supervise/review A/R processing
 - Review cash management JE's and approve for posting
 - Review and approve all bank reconciliations
 - Act as backup for all duties supervised

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



- Monthly Close of Financials and Review of Supporting Schedules
 - Assure all Balance Sheet accounts are reconciled on a monthly basis
 - Assure all other reconciliation schedules are kept current
 - Review and approve all general journal entries
 - Manage month-end close procedures
 - Analyze monthly variances and projection to budget
 - Resource for staff questions and G/L analysis
- Annual Audit
 - Manage preparation of all audit schedules
 - Manage audit process and requests for information
 - Assist in preparation of Form 990 and 990T
- Compliance filings
 - Manage preparation of annual state registrations and monitor compliance
 - Monitor sales tax compliance/reporting
 - Prepare annual personal property tax return
 - Prepare annual unclaimed property and monitor compliance
 - Prepare Manage semi-annual debt covenant reporting
- Corporate Card Administration
 - Set up new users and manage card access
 - Review P-card activity for compliance with policies and proper coding
 - Review T&E activity for compliance with policies and proper coding.

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.

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