Senior Staff Accountant, Financial Operations
Finance & Administration Business Unit
Exempt

Reporting Structure:
The Senior Staff Accountant reports to the Sr. Director, Finance and Administration

Qualifications

- Four-year undergraduate degree in accounting, required.
- Minimum 5 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, bank reconciliations, fixed asset management, etc.).
- Experience with Great Plains and iMIS, desirable.
- Ability to review work of others, to prioritize competing deadlines, and effectively communicate financial information across the organization.

Key Responsibilities

- In coordination with the Sr. Director, review cash receipts, accounts payable, payroll, and account reconciliations.
- Responsible for monthly close of financials and review of supporting schedules.
- Assist Sr. Director in management of annual audit engagement.

Specific Duties

- Review
  - Review A/P processing.
  - Review A/R processing.
  - Review cash management entries.
  - Act as backup for all duties supervised.

- 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

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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