



Senior Staff Accountant

The American Academy of Otolaryngology–Head and Neck Surgery is seeking a Senior Staff Accountant to support the accounts payable and receivable functions. Reporting to the Senior Director, Finance, this position will provide support to the day-to-day accounting operations, ensure accuracy in financial reporting, and maintain compliance with internal policies.

This is a hybrid role, in-person in Alexandria, VA, 3 days a week.

Key Responsibilities

- In coordination with the Sr. Director, support day-to-day operations of the department as it relates to cash receipts, accounts payable, corporate credit card processing, and cash management
- Assist Sr. Director in management of annual audit engagement
- Oversee account payable (A/P) and accounts receivable (A/R) processing and cash management entries
- Manage preparation of assigned audit schedules
- Assist in management of audit process and requests for information
- Prepare annual 1099 processing and filing
- Process biweekly payroll through ADP, ensuring compliance with relevant regulations, and maintaining up-to-date payroll records and reports

Required Qualifications

- Four-year undergraduate degree in accounting or equivalent relevant work experience
- Minimum 5 years of progressive work experience, required
- Experience should include hands-on support for all aspects of accounting operations (cash disbursements, cash receipts, and payroll)

Preferred Qualifications

- Work experience in an association environment desirable.
- Experience with Great Plains and iMIS, desirable.

Working Conditions

This is a hybrid position, in-office Mondays, Tuesdays, and Wednesdays with the flexibility to telework on Thursdays and Fridays.

Status

- Regular, full-time
- Exempt

Benefits

We are proud to offer an excellent benefits package offered to eligible employees including:

- Medical, vision & dental insurance
- 9% 403(b) contribution after the first year of service
- 5 weeks of paid time off (PTO) & 11 holidays
- Parking or public transportation allowance
- Long & short-term disability insurance
- Medical & dependent care flexible spending accounts
- Workplace flexibility including a hybrid work environment
- Professional development opportunities and tuition/certification reimbursement

Equal Opportunity Statement

The American Academy of Otolaryngology–Head and Neck Surgery is an Equal Opportunity Employer.

Application Instructions

Email your cover letter and resume to employment@entnet.org.