



## POSITION DESCRIPTION

**Job Title:** Senior Accountant-AP

**Department:** Finance

**Supervisor:** Comptroller

**FLSA Status:** Exempt

**Telework:** This position is eligible for Telework

### Position Summary

The Senior Accountant is responsible for assisting in the finance and accounting activities of the organization. This is a full-time, 40 hour per week, position and is eligible for benefits, including health insurance, vacation, sick leave, retirement matching, and others as outlined in the Staff Handbook. This position is eligible for a blended combination of on-site work and telework. Salary range \$55k-\$65K.

### Essential Duties and Responsibilities

#### Accounts Payable

- Enter all payables into financial software after verifying approvals, coding, and amounts
- Obtain W-9 forms when necessary
- Pay bills in timely fashion
- Write checks and obtain signatures, either through financial software or on-line bill pay
- Upload records to bank for ACH and check positive pay
- Download invoices for payment processing
- Scan invoices to Bill.com for processing
- Upload accounts payable from bill.com to Financial Edge
- Work with Comptroller in times of low cash flow to predict future cash needs and help ensure that cash is available in the proper checking accounts to meet obligations
- Track credit card transactions, including following up on alerts or other suspicious activity
- Maintain credit cards, including obtaining new cards and adjusting staff credit limits
- Ensure all supporting documentation is obtained from staff to support credit card charges and match them to the monthly bills
- Post payments for bills automatically charged to the bank account; verify these automatic payments monthly against the bank statements and invoices
- Access bank account on-line records as necessary to track transactions
- Initiate wire transfers when needed
- Reconcile Accounts Payable Monthly

#### Annual Tasks

- Provide 1099-MISC forms to contractors
- Assist with Budget development
- Provide Annual pension fund notifications
- Assist with maintaining good corporate status in Maryland, D.C., and Virginia

- Work with other members of Finance department on Audit preparation
- Work with other members of Finance department to appropriately store records from previous fiscal years and mark for shredding any which are slated for disposal

### **Other Tasks**

- Work with other Finance staff to complete special projects
- Maintain and reconcile monthly schedules
- Cross-train on other tasks in Finance Department to ensure smooth continuance of operations when other staff are out on leave
- Work with Comptroller on implementing Strategic Plan goals and objectives for Finance

### **Qualifications/Requirements**

- Bachelor's degree (or higher) in accounting preferred
- 5 or more years' experience as a bookkeeper or accountant
- Experience with processing Accounts payable
- Familiarity with (or a willingness to learn) accounting and reporting requirements specific to nonprofit entities
- Knowledge of GAAP, particularly in relation to nonprofit accounting
- Proficiency in Microsoft Office, particularly Excel and Word
- Experience with financial software programs; Financial Edge and Bill.com experience a plus
- Ability to meet time sensitive deadlines and to work under pressure
- Willingness to pitch in on all finance department tasks as needed
- Ability to work closely with other finance staff and general staff as a whole
- Ability to work extra hours which may be required at month end, year-end, and at other times throughout the year
- Ability to work independently
- Honesty and Integrity
- Ability to communicate effectively in person and over the telephone
- Ability to maintain attention to detail despite interruptions
- In accordance with board policy, will be required to pass a background check

### **Physical Requirements**

- Ability to climb stairs to access offices
- Ability to work on a computer and to complete general office tasks
- Strength to lift and carry files weighing up to 10 pounds
- Vision to read printed materials and a computer screen

### **To Apply**

Send your cover letter and resume by June 15, 2022 to [ansfinanceposition@gmail.com](mailto:ansfinanceposition@gmail.com).