



POSITION DESCRIPTION

Position Title: Senior Accountant

Department: Finance & Administration

Reports To: Vice President, Finance & Administration

Supervises: Non-Applicable

FLSA Status: Exempt

Effective Date: February 2025

General Description:

The Senior Accountant plays a critical role in ensuring the accurate and timely entry of transaction data, contributing to the preparation of monthly financial statements. This position focuses on maintaining consistency, accuracy, and reliability in financial reporting by adhering to GAAP and best practices for non-profit organizations. The Senior Accountant works closely with internal teams to ensure all financial transactions are processed efficiently and aligned with internal controls, facilitating effective communication of financial data across the organization. The Senior Accountant is also integral to supporting the department's overall mission of providing transparent, accurate financial information to assist in organizational decision-making.

Key Responsibilities:

- **Transaction Data Entry & Monthly Close:**
 - Ensure accurate and timely entry of financial transactions into the accounting system to support the preparation of monthly financial statements.
 - Reconcile accounts and prepare supporting schedules to ensure accuracy and completeness of financial data.
 - Assist in the preparation of the monthly financial statements, including identifying variances and ensuring all supporting documentation is in place.
 - Maintain consistency and reliability in the financial reporting process, ensuring transactions are accurately recorded in accordance with GAAP.
- **Financial Reporting & Analysis:**
 - Assist in the preparation and dissemination of monthly financial reports in a timely manner.
 - Review and analyze income statement, balance sheet, and statement of activities reports for accuracy and completeness.
 - Communicate financial results to relevant stakeholders in a clear and understandable manner.
- **Internal Controls & Quality Assurance:**
 - Ensure the integrity and accuracy of all financial data by following established internal controls and reconciliation processes.
 - Ensure that all financial data is processed in compliance with organizational policies, GAAP, FASB standards, and nonprofit best practices.
 - Collaborate with the Assistant Controller to ensure the accuracy and completeness of the monthly close process.
- **Payroll & Tax Compliance:**
 - Process payroll and ensure timely and accurate filings for payroll taxes, ensuring compliance with federal and state regulations.
 - Assist in preparing and reviewing corporate income tax filings, including tax-exempt certifications and other state/federal returns.
- **Communication & Stakeholder Support:**
 - Maintain effective communication with department leaders, ensuring that financial information is shared in a timely and efficient manner.
 - Serve as a key point of contact for financial transaction inquiries, offering clear and reliable responses to both internal and external stakeholders.
- **Audit Support & Tax Reporting:**
 - Assist in preparing for annual audits, including the preparation of requested documentation and reconciliation of financial activities.



- Support the preparation of the organization's Form 990 and other required tax filings, ensuring all deadlines are met.

Other duties as assigned.

Education and Experience

- Bachelor's degree in accounting or related field. 3+ years of experience in accounting, with a focus on non-profit organizations.
- Previous experience with transaction data entry, financial reporting, and month-end/year-end close processes is required.

Skills and Abilities:

- **Accounting Knowledge:** Solid understanding of GAAP and non-profit accounting principles, particularly in the areas of transaction processing, financial statement preparation, and compliance.
- **Accuracy & Attention to Detail:** Strong focus on accuracy in transaction entry, financial reconciliation, and reporting processes.
- **Systems Proficiency:** Experience with accounting software and systems such as Microsoft Office, Solomon, PN3, or similar.
- **Organizational Skills:** Exceptional ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- **Effective Communication:** Strong written and verbal communication skills, with the ability to explain complex financial information clearly to non-financial stakeholders.
- **Problem Solving & Initiative:** Ability to identify potential issues in transaction data and financial processes, and proactively suggest and implement improvements.
- **Teamwork & Collaboration:** Ability to work well within a team environment and build relationships across departments to ensure smooth communication of financial information.
- **Professionalism & Confidentiality:** Ability to maintain a high level of professionalism and confidentiality in dealing with sensitive financial information.
- **Work Environment:** This position is based in Alexandria Virginia and may require occasional travel for training or organizational events. The Senior Accountant will collaborate closely with team members across departments to support the organization's financial objectives.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD.