

Accountant Job Description

Job Overview

This position is primarily responsible for billing, collecting, payment processing, general ledger accounting, and other related financial duties, such as sub accounts analysis, journal entries for monthly closing as well as variance analysis and other special projects as assigned.

Duties and Responsibilities

- Responsible for reconciling and analyzing specific general ledger account balance sheet and P&L accounts
- Prepare journal entries, collecting, analyzing and summarizing account information for monthly and year-end closing.
- Process deposits using desktop deposit scanner and record in accounting system.
- Perform special and specific financial and statistical analysis as requested.
- Responsible for maintaining AR balance and ensuring all items are accounted for and accounts are current and timely follow up on overdue invoices.
- Collaborate closely the accounts payable processing and reconciliation of accounts with the other Staff Accountant
- Review special project expense reimbursements in Expensify software.
- Perform such other accounting and other tasks as may be required from time to time.
- Assist with annual audit & 990 preparation.
- Help with filing and other administrative tasks.

Skills/Qualifications/Experience

- Bachelor's degree with two years experience; or Associate's degree in Accounting with at least three years related experience, ideally in a nonprofit organization.
- Solid understanding of GAAP and grant accounting processes.
- Strong analytical skills.
- Must be highly organized with exceptional attention to detail and accuracy.
- Ability to work effectively under pressure.
- Excellent skills in initiating solutions; is able to recognize when an isolated issue is part of a more complex situation
- Excellent written, verbal and communication skills.
- Exceptional ability to work collaboratively and provide customer service with internal staff and external partners.
- Advanced Excel and Word experience
- Experience with Financial Edge software highly desired
- Minimum seven years related experience in program and project management, with thorough understanding of membership development and relationship-building/stewardship

Position Details

Position Type:	Full Time, Exempt
Salary Grade:	3
Reports To:	Senior Staff Accountant
Work Location:	Silver Spring, MD
Level of Travel Required:	Infrequent

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