



The Association of
Accountants and
Financial Professionals
in Business

Senior Accountant

Reports to: Controller

Department: Finance

Classification: Exempt

Division: Corporate Headquarters

Date: June 14, 2023

POSITION SUMMARY:

This position works with staff members to ensure continuity, accuracy and timely monthly financial reporting. Ensures that internal accounting controls reflect organization policy, industry practices and accepted procedures are followed.

Key Responsibilities:

- Document, prepare and/or enter journal entries in accordance with current accounting procedures and policies including required inter-company journal entries.
- Update and maintain account analysis schedules on all balance sheet accounts and on major expense accounts.
- Interact with Membership Services staff to ensure that input to general ledger from membership software is correct and adequately supported.
- Assist in preparation of annual budget by providing data upon request.
- Assist in preparation of monthly financial reports for all subsidiaries.
- Review established accounting practices and procedures, recommend changes to such practices and procedures that would allow for productive process changes.
- Assist with the annual audit by preparing financial analyses and supporting documentation.
- Assist Director of Global Tax compliance with reporting requirements and returns.
- Prepare weekly bank reconciliations for Domestic and International accounts.
- Prepare daily credit card reconciliations with PayPal, BrainTree and AliPay against Personify (A/R Subledger) and assist with the credit card chargeback process.
- Audit and prepare quarterly chapter statements.
- Maintain and update fixed asset management system records of capital assets.
- Responsible for special projects as assigned by the Assist Controller and CFO.

Knowledge, Skills, Abilities, and other Requirements:

- Bachelor's Degree in Accounting or Finance

- CMA or CPA preferred
- Microsoft Dynamics/Great Plains experience
- Advanced Excel skills
- Experience with Activ Reporter and Tableau
- Excellent analytical and communication skills
- Ability to multi-task
- Team player and self-starter