

**JOB DESCRIPTION**  
**Senior Staff Accountant**  
*Exempt*

**DEPARTMENT:** Finance and Accounting

**Reports to:** Accounting Manager

**Position Summary**

The Association is looking for an individual to work closely with the Accounting Manager to produce timely and accurate financial information. This position will be integral in assisting in annual audit(s) and budget preparation, and other special recurring projects.

**Duties and Responsibilities**

- Prepares monthly general ledger account reconciliations
- Assists with monthly, quarterly, and annual financial statements close
- Prepares monthly bank account reconciliations
- Prepares monthly recurring and adjusting journal entries
- Prepares various ratio analysis for financial reporting
- Performs maintenance of Association Management System and GP Dynamics general ledger
- Performs monthly budget variance analysis
- Assists with annual financial statements audit and federal awards single audit requirements
- Assists with annual budget preparation
- Prepares quarterly and annual Lobbying Disclosure Act (LDA) time and expense estimates
- Reviews Political Action Committee (PAC) receipts and payments in Aristotle 360 software
- Serves as back-up to the treasurer for quarterly and annual PAC filings with the Federal Election Commission (FEC)
- Performs interim and annual fixed asset inventory
- Responsible for annual workers' compensation audit and quarterly sales tax filings
- Reconciles quarterly 941 tax filings, annual Affordable Care Act (ACA) report, and resolves any tax related issues
- Reconciles payroll general ledger account balances
- With Accounting Manager, assist with staff liaison duties for Association's accounting and finance related member meetings (i.e., GASB, GAFA, and Business & Finance Conference).
- Performs other duties as assigned in support of department and Association activities

**Qualifications**

- Bachelor's degree in Accounting or equivalent field of study from an accredited university required
- Five to seven years of progressive and relevant experience required
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Strong analytical and accounting skills
- Immediate experience with Microsoft Office, Great Plains, and Management Reporter
- Knowledge of Aptify or other association database system preferred
- Strong verbal and written communication skills
- Strong interpersonal and customer service skills required
- Ability to multi-task, work under pressure, meet deadlines and able to thrive in a fast-paced work environment
- Ability to work independently with minimal supervision

- Knowledge of policies and practices associated with payroll and benefit administration
- Ability to work effectively under time constraints and multiple deadlines
- Ability to travel 1-2 times per year for Association meetings and conferences, as needed