POSITION DESCRIPTION
November 2021

POSITION TITLE: Senior Accountant
REPORTS TO: Controller
DEPARTMENT: #12, Finance

Scope of Responsibilities:
The Senior Accountant is responsible for review of transactions for international markets, acts as liaison with funding organizations, and performs financial account analysis. This staff accountant prepares billings to funding sources and reviews and analyzes the TeamLinQ Dynamic Commitment Reports for the assigned international offices. The Senior Accountant must be able to take direction from management and work independently, have strong analytical skills, communicate effectively, and fully understand and comply with USMEF’s regulatory environment.

Specific Responsibilities:

Weekly and Monthly
• Review Cash Needs Reports from international offices and prepare EFTs, including entering automated payment instructions into banking system
• Prepare monthly financial account reconciliation, analysis and related entries for GL accounts as assigned
• Funding-source liaison, including budget, billing and audit preparation responsibility
• Prepare accounts receivable billing to various funding sources and related entries, monitor aging, and follow-up with requests for additional information
• Cross-train and backup for processing Denver accounts payable and expense reports
• Monthly reconciliation of the accounts payable detail to GL

Monthly Country Responsibilities
• Work with international staff to maintain deadlines for general ledger, timesheets, and Dynamic Commitment reports
• Review international vouchers and general ledger entries to ensure compliance with USMEF’s regulatory environment. Identify and resolve possible compliance issues
• Review international balance sheet account reconciliations; follow up with international accountants as needed
• Be a resource for international staff on regulatory and budget issues
• Review the Dynamic Commitment Report; present analysis at monthly meetings with the Marketing Department and Management

Periodic
• Year-end audit work as assigned
• Cross-train with other General Accountant responsibilities to support the department functions
• Special vendor or account analysis as assigned
• Some travel may be required

Qualifications:
• Bachelor’s degree in Accounting, required
• Six to 8 years of relevant experience; CPA desired
• Experience conducting internal audits, compliance reviews, or public accounting
• Basic tax knowledge including Sales & Use taxes, Property taxes, Payroll taxes, 990 Tax return
• Advanced computer skills, including Excel; familiarity with MS Dynamics GP, or other ERP, and SharePoint helpful
• Strong analytical skills and attention to detail
• Ability to multi-task and work toward multiple deadlines concurrently
• Strong organizational skills and deadline focus
• Effective written communication skills; bilingual skills helpful
• Experience performing general accounting activities for an international organization desired
• Experience with commercial electronic banking processes a plus

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Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.