

## STAFF ACCOUNTANT

**Current Incumbent:** Vacant  
**Reports to:** AVP Finance  
**Status:** Full Time, Exempt  
**Updated:** 10/2015

**Department:** Finance  
**Direct Reports:** 0  
**Indirect Reports:** 0

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### **SUMMARY OF POSITION:**

The Staff Accountant has as responsibility for operational functions in accounts payable and general ledger for NAA and its related entities- NAA Education Institute (NAAEI), NAA PAC, Multi Family Book Project (MFBP) and NAA- Mississippi (NAA-MS).

### **PRINCIPAL ACCOUNTABILITIES:**

- **Accounts Payable and Cash Disbursement**

1. Enter invoices into computerized AP system (AnyBill) and route invoices to department heads and managers for approval. Monitor system to ensure all invoices are approved and returned for payment in a timely fashion
2. Set up new vendors in AnyBill as needed and ensure appropriate W-9 forms are obtained.
3. Ensure all outstanding invoices are paid in a timely manner by approving periodic disbursements through AnyBill system.
4. Generate year end 1099 forms.
5. Process employee expense reports in accordance with organization travel policies.
6. Reconcile monthly AMEX statements for NAA and NAAEI.

- **General Ledger:**

1. Reconcile general ledger accounts on a monthly basis with appropriate subsidiary ledger and customer accounts for all entities.
2. Prepare monthly intercompany reconciliations between NAA, NAAEI, NAA PAC, MFBP and NAA-MS ensuring that balances on each entities books agree.
3. Allocate periodic expenses including but not limited to benefits and postage charges to the appropriate department/cost centers.
4. Reconcile prepaid expense account on a monthly basis and recognize amounts into expense in proper period.
5. Maintain fixed asset, leasehold improvement and rent abatement schedules and depreciate/amortize on a monthly basis.
6. Reconcile deferred revenue on a monthly and recognize amounts into revenue as earned.
7. Reconciles FEC reports to accounting records for NAA PAC.
8. Prepare journal entries for corrections as requested, ensuring adequate documentation supports each request.
9. Reconciles and prepares monthly journal entries for NAA PAC, Multi Family Book Project, and Mississippi.
10. Assists in preparation of year-end schedules and documents for audit.

- **Other Duties**

1. Provide backup support for cash receipts needed
2. Assist with generation of monthly financial statements for management through financial reporting software (Full Circle)
3. Other duties as assigned

## **POSITION QUALIFICATIONS:**

### ***Required***

- Bachelor's degree in Accounting or Finance with 1 to 3 years of relevant experience
- Proficient with Microsoft Office software with emphasis in Excel
- Strong attention to detail and accuracy with excellent organization skills.
- Solid analytical and problem solving skills.
- Excellent verbal and written communication skills.
- Ability to multi-task.

### ***Preferred***

- Not for profit accounting experience, preferable in a multi-entity environment
- Proficient in Microsoft SL (Solomon).
- Familiarity with multi-cost center organizations.
- Working knowledge of AnyBill accounts payable software and Concur expense travel management software
- Knowledge of Nimble Association Management Software (AMS)
- Experience with Political Action Committees.

**Please send resumes, cover letter and salary history to [Resumes@naahq.org](mailto:Resumes@naahq.org). No phone calls, please. EOE M/F/H/V**