## **Staff Accountant**

## **Summary of Position:**

*The Staff Accountant has as responsibility the general ledger functions for NAA Political Action Committee (NAAPAC) and MFBP, along with managing Accounts Payable. This position assists the Vice President and other accounting staff in various duties pertaining to the National Apartment Association, the NAA Education Institute, NAA PAC, NAA Services, and MFBP.*

## **Principal Accountabilities:**

**Accounts Payable (NAA, NAAEI, NAA Services)**

* Maintain customers’ information in Microsoft Dynamics SL (accounting software), Anybill (AP software) and Concur (Expense reports software)
* Verify coding submitted by staff/managers and review attached documents and notes
* Coordinate approval process of all accounts payable invoices (Anybill) and expense reports (Concur)
* Follow up on returned and outstanding checks
* Reconcile the corporate credit card transactions for legitimate business purchases
* Reconcile and follow up with staff on their corporate credit card disputed items
* Issue and process the disbursements for revenue shares to the affiliates

**Month-end closing (NAAPAC and MFBP)**

* Reconcile general ledger accounts monthly with appropriate subsidiary ledger and customer accounts including but not limited to:
  + Intercompany accounts
  + Revenue accounts
  + Expense accounts
* Complete monthly bank reconciliations
* Prepare journal entries for corrections as requested, ensuring adequate documentation supports each request
* Prepare reports for Aristotle and review the FEC filing (PAC)
* Prepare monthly financial package and submit to NMHC (MFBP)
* Assist with the production of the monthly financials, management reports, and board packages

**Other Duties**

* Prepare 1099 year-end filing
* Prepare and file monthly sales and use tax returns for all entities
* Assists in preparation of year-end schedules and documents for audit
* Provide backup support for cash receipts and billing as needed
* Other duties as assigned

**Position Qualifications:**

***Required***

* Bachelor’s degree in Accounting or Finance with 2-3 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
* Familiarity with multi-cost center organizations
* Knowledge of Nimble Association Management Software (AMS)

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

## **Travel:**

Little to no travel is expected for this position. If any, travel would be local during the business day.

## **Required Education and Experience:**

* Bachelor’s degree in Accounting or Finance with 2 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 Education and Experience:**

* Not for profit accounting experience, preferable in a multi-entity environment
* Familiarity with multi-cost center organizations.
* Knowledge of Nimble Association Management Software (AMS)

## **Physical Demands:**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

## **Work Environment:**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees signature below constitutes employee’s understanding of the requirement, essential function and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_