POSITION DESCRIPTION

POSITION: Senior Accountant

REPORTS TO: Finance Controller

DIVISION: Administration and Finance

ABOUT AASCU

AASCU is the collective voice of nearly 400 public colleges, universities, and systems that hold students and community at the heart of their mission. The association works to expand student access, success and opportunity, promote world-class teaching and experiential learning tied to career advancement, and support applied research and service that advances economic development and quality of life in communities across the country.

ABOUT THE DIVISION

The goal of the Division of Administration and Finance (A&F) is to provide an innovative, collaborative, cost effective support infrastructure needed to deliver on AASCU’s mission. A&F is comprised of Human Resources, Information Technologies, Facilities, and Finance. All staff members are encouraged to think creatively about how they can address mission, member needs, and challenges that will inevitably arise from time to time. Staff are also encouraged to engage in bold thinking, to put forward new ideas and proposals, and to openly debate the risks – upside and downside – associated with new ideas.

EXPECTATION FOR ALL EMPLOYEES

Supports the organization’s mission, vision, and values by exhibiting the following behaviors: commitment to diversity and equity, excellence and competence, collaboration, innovation, accountability, ownership, and adherence to policies and procedures.

SUMMARY OF POSITION

The Senior Accountant is a senior member of the Finance team, assisting the Controller in performing cash management tasks; managing all aspects of Accounts Payable (AP) and Payroll; and being an instrumental team member for month-end close, projections, budget management, audits, and tax reporting. The Senior Accountant will also participate in defining and implementing finance policies, procedures, and AASCU’s use of technology.

The successful candidate is results oriented and has an accomplished track record in a variety of aspects of payroll processing, vendor management and general accounting. This talented professional is flexible, has a strong work ethic, is committed to using technology to create efficiencies, is collaborative, can successfully execute multiple projects and priorities, and motivated to continuously improve.
DUTIES AND RESPONSIBILITIES

Finance and Accounting:

- Assist with the month-end close including adjusting entries, account reconciliations, and supporting schedules.
- Assist with monitoring and reporting on budget to actual performance at the organization, division, and department level.
- Maintain fixed assets schedule and record depreciation/amortization.
- Assist with financial statement audit, 403(b) retirement plan audit, and insurance audits.
- Support preparation of financial analysis, forecasting and reporting to staff, senior leadership, and board of trustees.
- Assist with the creation of new programs and new accounts in the accounting and financial reporting systems.
- Recommend and implement improvements for accounting processes to increase efficiency and accuracy.
- Provide guidance to stakeholders on finance and accounting best practices to support effective program implementation.
- Enforce established internal controls and recommend changes as necessary.
- Create/update documentation and provide training to internal stakeholders on various finance systems and processes.

Accounts Payable and Cash Management:

- Review invoices and expense reimbursements for sufficient documentation and approvals as well as proper coding and accuracy.
- Manage vendor setup and ensure appropriate vendor documentation is obtained and reviewed to approve new vendor requests.
- Perform AP payment cycle (EFTs/Checks) and/or ACHs and submit to CFO for payment.
- Collaborate with AP system vendor to stay abreast of system updates and best practices.
- Reconcile credit card sales and process credit card refunds.
- Support AASCU corporate card system workflow and integration with AP system.
- Ensure cash receipts and payments are recorded timely and accurately for a smooth bank reconciliation at month-end.
- Provide back-up support for daily billings and cash receipts.

Payroll and Taxes

- Collaborate with HR to ensure completeness and validity of timecards and payroll/benefits changes.
- Process bi-weekly payroll and prepare payroll pre-submission package for review and approval.
- Work closely with Paycom to resolve payroll tax and system issues.
- Record payroll and prepare accrual entries for salary and benefits.
• Reconcile and remit funding for 403(b) retirement plan contributions.
• Reconcile payroll and benefit expenses and support review of projections and variance to budget.
• Coordinate with benefit vendors to ensure changes are processed and billed accurately.
• Assist with tax filings including but not limited to IRS Form 990, 990-T, 1099, 1098, unclaimed properties as well as all state and charitable registration filings.

Other:

• Identify and recommend best practices for proper internal controls and efficient use of technology.
• Provide assistance and support in the areas of project management and strategic planning as requested.
• Embrace diverse and inclusive perspectives across the organization, elevate voices not always heard in analysis and strategy.
• Model ability to adapt, prioritize, and thrive in a highly diverse, fast-paced environment.
• Understand a variety of perspectives, manage priorities, and decisively meet expectations.
• Challenge current practices, thought processes, and perspectives.
• Establish, support, and monitor goals with steps that are realistic and achievable.
• Other duties as assigned.

QUALIFICATIONS

• Bachelor’s degree in Accounting, Finance, or Business Administration; CPA is preferred.
• Must have at least five to seven years of experience in finance or accounting.
• In-depth knowledge of accounting, financial reporting, and generally accepted accounting principles and practices.
• Demonstrated familiarity with non-profit accounting practices, specifically related to Accounting Standards Update (ASU) 2016-14, Presentation of Financial Statement of Not-for-Profit Entities.
• Demonstrated experience with full range of payroll-related activities.
• Solid experience in coordinating audit activities and managing reporting, accounts payable, general ledger, and fixed assets.
• Excellent interpersonal and communication skills, ability to interact with all levels of staff.
• Advanced Microsoft Office Suite skills, especially with Excel. PowerBI and/or iMIS experience a plus.
• Demonstrated ability to apply innovative and resourceful solutions to solve complex challenges.
• Excellent written and verbal skills with the ability to clearly organize thoughts and/or document content and convey complex concepts effectively to a variety of audiences.
• High level of personal and professional integrity, trustworthiness, and ability to maintain the confidentiality of data and information.
• Ability to set well-defined and realistic goals, monitor progress, manage own time and deal with stress effectively, manage multiple tasks and projects.
• Understand and appreciate the values, beliefs, knowledge and capabilities of our staff, our partners, and the people we serve.
• Support the organization’s beliefs, mission, and strategy outwardly and consistently.
• Understanding of member/donor-based operations and higher education desirable.

COMPENSATION, BENEFITS, AND LOCATION

Compensation is competitive and commensurate with experience. Generous benefits package that includes medical, dental, vision insurance; 15 paid holidays plus additional annual leave; above market contribution to company sponsored 403(b) retirement plan; tuition assistance, on-site fitness facility, 24/7 building security, secured bike storage and more. Additionally, available underground public parking is accessible for all employees at their own expense.

This is a full-time position located at AASCU’s headquarters in Washington, D.C. AASCU staff are currently required to be in the office in a hybrid schedule of 2 days in the office and 3 days optional remote. All AASCU staff are required to be fully vaccinated including boosters as recommended by the CDC schedule.

Applications will be accepted on a rolling basis and only those selected for an interview will be contacted.

EQUAL OPPORTUNITY EMPLOYER

AASCU is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

COMMITMENT TO DIVERSITY

AASCU is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in all Association policies and the way we do business at AASCU.