

Senior Accountant Position Description

@ 09/08/2019

General

Association and Society Management International (ASMI) is in Falls Church, VA and serves 10 not-for-profit organizations. Industries include trauma, emergency medical services (EMS), homeland security / emergency management, ballistics and manufacturing trade associations.

This position is for an association management professional with experience in non-profit accounting services. The role provides financial management and reporting to ASMI and its clients. Responsible for coordinating successful execution of client objectives, including financial reporting, contracts management and corporate operations administration.

Salary Range

\$60,000 - \$80,000, part-time or full-time negotiable.

Reporting

The position reports to ASMI Management Team Member Clay Tyeryar and works closely with Finance & Administration Director Barbara Tyeryar and ASMI account executives.

Specific Tasks

Reporting

- Produce and distribute monthly financial reports for ASMI and its clients including balance sheets, statements of activity, cash flow reports, investment reports and associated highlights/talking points.
- Produce periodic performance and other metric reports for client activities such as conferences, certification and other programs.
- Prepare periodic financial presentations for clients such as Treasurer's Reports, including graphics, bar and pie charts, trends analysis.
- Assist occasionally with accounts payable and receivable, post entries and maintain general ledger.
- Banking, accounts monitoring and reporting, credit card processing.
- Assist with budget projections based on fixed and variable cost scenarios.
- Prepare year-end statements for IRS reporting. Work with account executives to distribute final 990s to client leadership.
- Prepare and issue 1099s and other appropriate forms.
- Ensure federal and state reports are filed as required including state corporation commission reports.
- Support client audits.
- Maintain ASMI and client financial management according to Generally Acceptable Accounting Procedures or Other Common Basis of Accounting.

Estimated
annual hours:
600-800

Specific Tasks

Estimated
annual hours:
200-400

Contracts Management

Manage awards on behalf of ASMI clients from several federal agencies (currently including the US DOT National Highway Traffic Safety Administration and US DHS Federal Emergency Management Agency). Tasks include:

- Monthly reporting including submission of progress and financial reports to funding agencies and internal dashboards to account executives.
- Monthly reimbursement requests/draw-downs in compliance with federal contract requirements.
- Work with account executive to prepare, execute and manage subcontracts (usually 4-8 annually).
- Help prepare budgets and paperwork for ongoing and new awards including SF424s, SF424As, certifications, SF270s and others as needed.
- Support annual audits and ensure reports are filed by March 31 annually to the Federal Audit Clearinghouse.

ASMI Corporate Duties

400-600

- Human Resources/ASMI hours and payroll administration – assist the Finance & Administration Director with employee hours records, payroll administration, reporting on hours/cost. Manage and update job descriptions, supervise onboarding checklists of new hires (usually 2-3 annually).
- Replicon time reporting – administer ASMI’s web-based time tracking system, supervise staff compliance with submissions, provide reports to staff supervisors and ASMI management team as needed.
- Assist with maintenance of ASMI’s Association Management Company accreditation including standards compliance; develop and maintain documentation as needed.
- Assist the Finance & Administration Director and account executives as needed, to ensure efficient and effective client support.
- Supervise IT provider, hardware, software and technology applications to support office operations. Manage Google Drive
- Complete annual industry benchmarking surveys on behalf of ASMI on topics such as key operating ratios, non-profit compensation, and others.
- Complete reports as needed such as employee census.
- Assist in administration of insurance policies (complete annual renewals and maintain records).

General Assistance – other duties as assigned.

TBD
Total 1,000 - 2,000
estimated

Annual hours indications for each task are estimates, and assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).

Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.

Job Requirements

- A Bachelor's degree in accounting is required along with relevant work in a non-profit, member-based organization, government or similar experience.
- Candidate must be extremely well-organized and task-oriented and be accurate with an attention to detail. Must be comfortable with multi-tasking and be able to adjust to shifting priorities. Must be able to work with limited supervision and successfully within a team.
- Experience with grant coordination and proposal development preferred.
- Expertise in Excel and Quickbooks is required, and candidate also must be able to use other Microsoft Office Suite software including Outlook, Word and PowerPoint.
- Experience with Association Management Systems (AMS) or other complex databases preferred. Be able to rapidly learn and use new software.
- Good communications skills including writing skills are necessary.

Contact

Submit cover message and resume to ASMI Finance & Administration Director Barbara Tyeryar, btveryar@asmii.net, 703-538-1782.

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