Accountant – Metro Area Washington, DC

We are seeking a US Military Veteran, National Guardsman, Reservist and/or Military Spouse to work as an Accountant for the ongoing, day to day service work provided to our clients, either onsite or remotely.

Responsibilities:
• Accounts payable & receivable
• Payroll and related tax preparation
• Indirect cost allocations
• Budget development and management
• Comprehensive financial statements
• Cash flow management & bank reconciliations
• Investment reconciliations
• Program accounting
• Tracking and reporting of restricted funds
• Assistance with grant management
• Audit preparation (to include A-133 audits) & presentation of the audit materials to the audit firm
• Follow up with the audit firm during and after the audit
• Obtain audited financials, related letters, AJE’s and auditors Trial Balance for records, draft and final form
• Organization and maintenance of the clients’ cloud files
• Assistance with 990 preparation & obtain final copy of 990 for records
• Personal Property tax returns (when required)
• Sales tax exemptions & charitable registrations
• Human resources (to include maintenance of personnel files and employee benefits)
• Corporate/organizational insurance policies
• Management of retirement plan deferrals and contributions
• Reconciliation of retirement plan deferrals and contributions
• Coordination with pension plan administrator (to ensure timely filing of Form 5500)

Qualifications:
• US Veteran, National Guardsman, Reservist, or Military Spouse
• Bachelor’s degree, preferably in Accounting or related area. (May accept experience in lieu of degree).
• CPA not required.
• 5-7 years full-cycle accounting experience
• Non-profit accounting experience is a plus.
• Any experience with the following are a plus: Intuit QuickBooks, Bill.com, Dynamics, Sage, Yardi, Intacct software, and payroll experience - ADP.
• Must have the ability to work from home/remote on occasion (amount will depend on client needs)

TO APPLY: Email your resume to VetJobs@eseal.org
Visit our Job Board at VSNusa.org

May/June 2017