



**VETERAN STAFFING
NETWORK**

Senior Accountant – Metro Area Washington, DC

We are seeking a US Military Veteran, National Guardsman, Reservist and/or Military Spouse to work as a **Senior 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 & 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.
- 3-5 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)
- Ability to communicate with highly technical staff.
- Proactive, highly organized and extremely detail oriented.
- Sense of responsibility and ownership - ability to see things through.

TO APPLY: Email your resume to VetJobs@eseal.org

Visit our Job Board at VSNusa.org

May/June 2017