

Job Title: Senior Accountant
Reports To: Controller
FLSA Status: Exempt
Date: September 20, 2021

Summary

The main focus and responsibility of this position is to assist with the proper recording and reporting of financial aspects of the USHJA and the USHJA Foundation and provide assistance to the Controller for financial compliance, financial reporting, and daily accounting tasks for the USHJA and the USHJA Foundation.

Essential Duties and Responsibilities include the following:

- **Compliance** – file annual reports with each state registered for business; assist with submission of information to outside accounting firm to complete the 990 tax returns; monitor annual report compliance in all states; apply for sales tax exemption for annual meeting locations and maintain sales tax exemption in applicable states; assist in managing the day to day financial operations ensuring compliance with all laws, regulations, and generally accepted accounting principles.
- **Financial Management** – manage import of credit card expense transactions from bank; manage time keeping system and staff costing allocations; process and distribute tax letters for donors; other projects as needed.
- **Financial Reporting** - perform quarterly balance sheet and statement of activity reviews; record journal entries as needed; assist in preparation of monthly financial statements for USHJA and the USHJA Foundation; prepare quarterly financial statements for the Zones; serve as liaison with department heads to track sponsorship product donations and promotional/merchandise inventories; prepare ad hoc reports for program liaisons and supervisors.
- **Payables** – review and process invoices for accuracy, amounts, due date, coding by budget and ensuring timely payment; maintain vendor files; assist with 1099 reporting.
- **Receivables** – review and process all cash receipts; follow up with outside parties regarding any NSF/returned items; prepare invoices upon request from departments and notify of collection status.
- **Audit** – assist with preparation and reconciliation of year-end audit schedules; provide data to the outside accounting firm; perform in-house program fee revenue audits and follow up with competition management; assist with management and accurate reporting of product, trophy, and fixed asset inventories.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Strong Attention to Detail** – Able to follow detailed procedures and ensure accuracy in documentation and data; concentrate on routine work details; is thorough in accomplishing a task through concern for all areas involved, no matter how small.

- **Planning/Organizing** – Prioritizes and plans work activities; manages multiple priorities in fast paced environment; plans for additional resources and works within assigned budget; meets deadlines; able to work independently. Able to make crucial decisions while performing certain accounting functions.
- **Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; strong written skills.
- **Teamwork** – Balances team and individual responsibilities; gives and welcomes feedback; supports everyone's efforts to succeed.
- **Adaptability** – Able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- **Organizational Support** – Able to follow policies and procedures; complete tasks correctly and on-time; support organization's goals and values. Able to demonstrate accuracy and thoroughness. Support and follow managements' direction.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree in Accounting or related field; minimum 4 years of experience in accounting or auditing, preferably for a nonprofit organization.

Computer and Office Machine Skills: Proficient knowledge of Windows operating systems and Microsoft Office Suite, with emphasis on Excel. Ability to effectively utilize the internet for research. Understand basic PC concepts (files, file paths, copying and pasting, deleting and moving files) and common office machinery to include but not limited to adding machine, calculator, telephone, fax, copier, scanner.

Other Requirements: After hours and weekend work may be required for special projects and events.

Certificates, Licenses, Registrations: Possess and maintain a valid driver's license with no restrictions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; is occasionally required to stand; walk; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate.