



## Senior Accountant

Junior Achievement: Empowering young people to own their economic success®

### COMPANY SUMMARY:

Junior Achievement of Washington's (JAWA) purpose is to inspire and prepare young people to succeed in a global economy. JAWA reaches over 75,000 students annually with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JAWA mission which brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the JAWA team interact with community leaders who support JA with their time, treasure, and talent. JAWA offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**POSITION CONCEPT:** Reporting to the CFO, the Senior Accountant is responsible for the execution of accounting, financial reporting and planning activities for JAWA.

### PRIMARY RESPONSIBILITIES:

#### Financial Systems and Activities

- Δ Handles the recording of accounting transactions accurately and timely
- Δ Accounts payable processing; 1099 reporting
- Δ Payroll processing and benefits administration
- Δ Monthly close and preparation and entry of journal entries
- Δ Analyzes accounts to ensure each is booked and balanced correctly; resolves accounting discrepancies and errors
- Δ Handles intercompany / regional transfers of assets, expenses and revenues

#### Review and Reconciliations

- Δ Reviews and maintains financial records to ensure compliance with GAAP and other accounting standards
- Δ Manages the general ledger with account reconciliations
- Δ Bank reconciliations
- Δ Ensures general ledger accounts are reconciled to subsidiary ledgers and systems (revenue, receivables)
- Δ Reconciles intercompany / region accounts monthly

#### Reporting and Other Matters

- Δ Prepares monthly financial statements for management and external parties
- Δ Prepares cash flow summaries and cash flow forecasts (13-week and monthly)
- Δ Assists CFO in budget vs actual financial statement and cash flow variance analysis
- Δ Assists CFO with preparation of MD&A and board packages
- Δ Prepares documentation and supports the financial statement audit; ensures GL records and supporting documents are accessible and ready for internal and external needs
- Δ Provides information for insurance renewals
- Δ Develops, implements, and/or makes enhancements to accounting control procedures
- Δ May be assigned to other related duties as directed by the management team

### Qualifications

The Senior Accountant will have a minimum of five (5) years of accounting experience, with progressively increased responsibility. She or he will enjoy the challenge of supporting a highly entrepreneurial organization.

The Senior Accountant will have the following experience and attributes:

- Δ Bachelor's degree in Accounting, Finance, or similar.
- Δ Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Δ Strong knowledge of Generally Accepted Accounting Principles
- Δ At least two years' experience with QuickBooks or other bookkeeping application software
- Δ Advanced Excel skills
- Δ The ability to conduct research of complex issues (accounting, payroll, tax, regulatory) and provide recommendations.
- Δ Excellent spoken and written English skills
- Δ Strong analytical skills, keen attention to detail, effective interpersonal skills, organized, ability to prioritize and meet deadlines
- Δ Personal qualities of integrity, credibility, and a commitment to the mission of Junior Achievement.

**DESIRED:**

- Δ CPA credential
- Δ Public Accounting experience
- Δ Experience with not-for-profit GAAP

**No Relocation Assistance**

**PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

**TO APPLY FOR THIS POSITION:** Email Resume and Cover Letter to: Nancy Smith, [nancys@jawashington.org](mailto:nancys@jawashington.org).

[www.jawashington.org](http://www.jawashington.org)