JOB TITLE: **SENIOR ACCOUNTANT**

Division:	Finance and Operations	Reports To:	Director, Accounting

SUMMARY: Assists the Accounting Department with the financial operations of ABET. Principal responsibilities include full-cycle monthly general ledger closing duties, maintains fixed asset accounts and records, tracks and records accruals, manages event registrations (in CVENT), maintains ABET Foundation financials, assists with year-end audit, IRS Filings and Director of Accounting. The Senior Accountant must display a high level of professionalism in order to provide guidance for staff accountant(s)- both technical and professional development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the following functions:

➢ Full Cycle General Ledger Accounting and Close Duties:
- Responsible for full close of general ledger, including preparing monthly journal and adjustment entries, reconciling, identifying, and correcting variances:
  o Assist team members with their assigned duties, including reviewing their journal entries and reconciliations.
  o Maintain close tracker and perform close duties, as assigned and within close deadlines.
  o Performs initial review of Statement of Financial Position (balance sheet) accounts and reports findings and/or inconsistencies to Director of Accounting.
  o Performs initial review of Statement of Activities (income statement) accounts and reports findings and/or inconsistencies to Director of Accounting.
- Fixed Assets: responsible for tracking all asset purchases that should be capitalized, maintaining all necessary schedules and updates in asset system, recording monthly depreciation and corresponding month-end reconciliations.
- Accruals: tracks and ensures accruals are entered accurately, as needed.
- Prepaids: maintains prepaid schedules and account reconciliations.
- Other monthly and year-end close duties, as assigned.

➢ Team Lead / Lead Accountant:
- Serves as lead to other team members by providing guidance and support to ensure accuracy of financial data and timeliness of work completion.
- Performs initial review of team members work, including AR, AP, and journal entries for accuracy.
- Assists other departments, when needed and/or assigned.
- Assists with handling of customer and vendor requests, when needed.
- Assists with training of team members, including new hires, when needed.

➢ ABET Foundation dba ABET Bridge:
- Responsible for full close of general ledger, including preparing monthly journal and adjustment entries, reconciling, identifying, and correcting variances, as required.
- Maintains and manages close schedules.
- Oversees receivables and payables.

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- Prepares initial financial statements for Director of Accounting to review.
- Ensures timely preparation and processing of required annual state form and returns.
- Operates as auditor liaison for financial audits and preparation of annual 990 forms.

➢ Other tasks and responsibilities:
- Research and maintain state regulations for use and sales tax exemption, as needed.
- Assists with annual ABET financial audit, preparation of 990 federal forms and auditor requirements and request in a timely manner.
- Assists with update and accuracy of any and all accounting manuals, processes, documents, forms and such.
- Quarterly 941 Payroll Report Reconciliation
- Operates as event registrar, including recording registration payments, maintaining and updating registrations and assisting with on-site registration at ABET events, as needed.
- Keeps records in compliance with applicable laws, regulations and ABET polices.
- Assists Accounting Director and/or CFO, as needed.
- Additional tasks and responsibilities, as assigned by Accounting Director and/or CFO.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibility.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required skills listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:
- Bachelor's degree in accounting from an accredited institution.
- 5-7 years in general ledger accounting, with at least 2 years in a senior accountant or supervisory role.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
- Must be an independent and self-motivated worker.
- High level of attention to detail, and ability to identify mistakes, essential.
- Ability to enter data accurately and excellent mathematical skills are essential.
- Advanced accounting and bookkeeping principles and practices knowledge required.
- Proficiency in Windows environment, basic Internet, and e-mail operations.
- Advanced experience in Microsoft Excel, including being able to create, format and manage spreadsheets required.
- Must be organized, able to work in a fast-paced environment and handle multiple tasks with precision and thoroughness.
- Demonstrate excellent customer service skills.
- Ability to plan, format, and execute projects and routine duties in an accurate and timely manner, as directed.
- Effective communication skills- oral, written, and interpersonal skills essential.
- Excellent work ethic and dependability.
- Must be able to work both independently and in team environment.
- Non-profit accounting experience preferred.
- Must be highly organized, able to work remotely, operate independently and as team lead.

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- Efficient time management, including ability to prioritize tasks and meet deadlines.
- Emanate the ABET Core Values.

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. 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 regularly required to talk or hear. Specific vision abilities required by this job include close vision. The employee frequently is required to walk and sit. The employee is occasionally required to stand; sit; reach with hands and arms; and stoop, kneel, or crouch.

May occasionally work beyond posted work hours as well as work overtime due to demand. This would include, but not limited to audit season and month end close, etc.

Occasional travel including overnight stays may be required.

The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

ABET CORE VALUES

The Senior Accountant will embody the ABET Core Values by respecting the contributions provided by her/his co-workers, ABET Experts and customers. The values we embrace:

- **Authentic** - My actions will reflect the respect I have for the professional relationships we have developed. I will balance my objectives with sensitivity for others while instilling trust in those with whom I work.
- **Business-Like** - I will conduct myself professionally at all times, while committing to delivering world-class results and satisfying experiences – both inside our organization and while interacting with our external stakeholders.
- **Expert** - I will demonstrate expertise in my area of responsibility, constantly challenging myself to learn more while applying those lessons learned to improving the efficiency and impact of our organization. I am also committed to taking advantage of the opportunities ABET provides me to refine my expertise and help further my professional development. I will seek out and participate in assignments that I am qualified by education and experience and will rely on the expertise of my peers in the areas outside of my own.
- **Targeted** - I will focus my efforts on specific objectives that will enable me to deliver results to create a positive impact to further ABET's core purpose.

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