



JOB DESCRIPTION

TITLE: Senior Accountant

DATE: May 2020

DEPARTMENT: Accounting and Finance

SUPERVISOR: Senior Director,
Accounting and Finance

FLSA Classification: Exempt

SUMMARY:

The Senior Accountant works closely with the Senior Director, Accounting and Finance to support the accounting and finance needs of the Marine Corps Scholarship Foundation and its various stakeholders. S/he is responsible for managing numerous daily/weekly/monthly finance & accounting processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages banking and investments activities and reconciliation process, including monitoring and communication of wire/stock transaction information to staff members and investors and preparing investment allocations
- Administers the Scholarship Fund Balance process, including process documentation, decision-making and upkeep of scholarship attributes, annual fund balance preparation, and communication with appropriate staff members to provide clean and accurate data to the Scholarship Department and other MCSF staff members
- Prepares monthly and quarterly financial statements
- Assists with annual budget preparation
- Coordinates with the Investor Relations Department to prepare annual investor reports to include: endowments, the Chicago Dinner, and other foundations/organizations such as PwC Charitable Foundation
- Regularly prepares and posts general ledger journal entries into Financial Edge
- Participates in the year-end close process and audit preparation
- Provides guidance to the Data Operations team to ensure gifts are properly recorded and manages the gift review and posting process, including individual review of gifts greater than or equal to \$5k
- Completes monthly pledge reconciliation

- Posts weekly accounts payable transactions and monthly cash receipts
- Processes biweekly payroll and 403(b) contributions
- Communicates with staff, volunteers, and others to answer inquiries and resolve issues regarding gifts, fund balances, and other financial-related matters
- Performs a variety of ad hoc reports, analyses, and other special projects for the Senior Director, Accounting and Finance, other staff members and event volunteers, as needed

EDUCATION AND/OR EXPERIENCE:

- B.A. degree or higher (with significant Accounting coursework)
- At least five years of accounting/finance experience

REQUIRED SKILLS AND ABILITIES:

- Exhibits careful attention to detail and accuracy in work product
- Effective at working both independently, with minimal supervision, and also in a collaborative team environment
- Capable of meeting deadlines and handling multiple priorities and changing circumstances in a dynamic, fast-paced environment; flexible
- Works well under pressure
- Strives for excellence and takes ownership of work
- Possesses superior organizational skills and strong work ethic
- Ability to anticipate and solve problems
- Self-starter who looks for ways to improve operational efficiency
- An excellent communicator, orally and in writing
- Experience with accounting management software a must; experience with Blackbaud Financial Edge highly desirable
- Proficient in Microsoft Office products, most importantly Excel, Word and Outlook
- Belief in and passion for Marine Corps Scholarship Foundation mission

WORKING CONDITIONS:

- Working conditions are normal for an office environment
- Must be able to work outside normal working hours on the weekends and evenings as needed to meet deadlines
- Work requires nominal amount of travel