



JOB DESCRIPTION

TITLE: Senior Accountant

DATE: August 2022

DEPARTMENT: Accounting and Finance

SUPERVISOR: Chief Financial Officer

FLSA CLASSIFICATION: Exempt

SUMMARY:

The Senior Accountant works closely with the Chief Financial Officer to support the finance and accounting of the Marine Corps Scholarship Foundation and its various stakeholders. This position is responsible for performing numerous daily/weekly/monthly/annual finance and accounting processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Post weekly accounts payable transactions and monthly cash receipts
- Review individual of gifts between \$25K and \$99K for accurate coding
- Prepare monthly bank, investment and pledge reconciliations in a timely manner
- Prepare other balance sheet reconciliations as assigned
- Calculate (via Fundriver) investment earnings and prepare supporting journal entry
- Prepare and post journal entries
- Participate in the month-end close
- Prepare internal financial statements and department head reports for review
- Prepare the net asset rollforward
- Participate in the year-end close process
- Prepare schedules for the annual audit and tax return (990)
- Assist with annual financial planning process
- Assist with FIC and Board Financial Statements, three times a year
- Maintain finance and accounting policy and procedures manual
- Prepare ad hoc reports, perform analyses and participate on other special projects as needed
- Perform other duties as assigned

EDUCATION AND/OR EXPERIENCE:

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

REQUIRED SKILLS AND ABILITIES:

- Exhibit careful attention to detail and accuracy in work product
- Effective at working both independently, with minimal supervision, and in a collaborative team environment
- Capable of meeting deadlines and handling multiple priorities and changing circumstances in a dynamic, fast-paced environment; flexible
- Work well under pressure
- Strive for excellence and takes ownership of work
- Possess superior organizational skills and strong work ethic
- Ability to anticipate and solve problems
- 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