



## **JOB DESCRIPTION**

**TITLE:** Senior Accountant

**DATE:** November 2023

**DEPARTMENT:** Accounting and Finance

**SUPERVISOR:** Accounting Manager

**FLSA Classification:** Exempt

### **SUMMARY:**

The Senior Accountant works closely with the Accounting Manager to support the accounting and finance needs of the Marine Corps Scholarship Foundation and its various stakeholders. For over 60 years the Marine Corps Scholarship Foundation has been Honoring Marines by Educating Their Children, providing higher education scholarships to children of Marines across all 50 US states and overseas. We are seeking a passionate, organized, and detailed thinker to help us manage and execute accounting processes, increase the quality and responsiveness of financial reporting, and eliminate inefficiency to meet the goals of the organization. The ideal candidate will be responsible for managing numerous finance & accounting processes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare monthly bank, investment, and pledge reconciliations in a timely manner
- Prepare other balance sheet reconciliations as assigned
- Regularly prepares and posts general ledger journal entries
- Calculate investment earnings in the endowment software and prepare supporting journal entry
- Guides 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
- Posts weekly accounts payable transactions and monthly cash receipts
- Participate in the month-end close
- Participate in the year-end close process
- Prepare schedules for the annual audit and tax return (990)
- Maintain finance and accounting policy and procedures manual
- Performs a variety of ad hoc reports, analyses, and other special projects for the Accounting Manager, other staff members and event volunteers, 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

**REQUIRED SKILLS AND ABILITIES:**

- Exhibits careful attention to detail and accuracy in work product
- Strong accounting reconciliation skills
- 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
- 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
- Position is eligible to participate in hybrid telework policy after on-boarding period
- 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