Title: Accountant/Senior Accountant

Classification: Exempt

Salary Range:

Job Location: Washington, D.C. Headquarters Office

Reports to: Assistant Controller

Position Description
The Accountant role is responsible for assisting the Finance Department in creating accurate and timely financial records for the organization. This role also provides support to the Executive Associate role in ancillary finance functions and office administration.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Accounts Receivable: Invoicing of customers, including adjustment and/or reissuance of invoices per customer requests and completion of electronic invoicing when required. Writes off and posts invoices and credit memos.

2. Completes vendor/supplier set-up forms, as requested by customers.

3. E-Commerce: Facilitates invoicing of purchases made online through the event registrar, downloads credit card reports, reconciles credit card reports to bank statement, calculates and records sales and cash receipts, and ties credit card reports to registrar's reports in total (performing reconciliation if necessary).

4. Processes customer credit card payments using PayPal.

5. Cash Receipts: Responsible for data entry and posting into the accounting system.

6. Accounts Payable: Responsible for initial review of check requests, data entry, check printing, and preparing checks to mail.

7. Assists in preparing for the annual audit.

8. Dispenses airline vouchers as requested, records usage in the general ledger, and provides monthly airline voucher inventory updates to management.


11. Revenue reconciliations: Performs comparison between Accounting’s records and Business Development’s records.

12. Travels to the organization’s two annual signature events and assists with the execution of the events.

13. Performs other duties as assigned by the Assistant Controller.

Competencies
1. Financial Management
2. Ethical Conduct
3. Detail-oriented
4. Customer Focus
5. Problem Solving
6. Communication/Teamwork

Supervisory Responsibility
This position may have supervisory responsibility.

Work Environment
This job operates from the main office in Washington, D.C. This role routinely uses standard office equipment such as computers, phones and photocopiers. This position is also required to travel at least 3 times annually to national events across the U.S. and to assist with a variety of tasks.

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.

This role requires a mixture of sedentary work and actively traveling and assisting with WBENC events. This would require the ability to sit and/or stand for extended periods, walk extensively, and lift up to 50 lbs. The person in this position communicates frequently with all departments within the organization as well as business partners outside of the organization and must be able to reason through problems and communicate accurate information.

Position Type/Expected Hours of Work
This is a full-time position, and hours of work are generally Monday through Friday, 9:00 a.m. to 5:00 p.m. EST. However, hours will vary depending on projects, events and travel.
Travel
This position requires minimal travel. The individual will be expected to travel at least 3 times per year, all within the United States.

Required Education and Experience
1. Bachelor’s Degree in Accounting or Finance
2. 1 - 3 years’ experience in a relevant organization
3. Proficiency in Microsoft Office Suite, particularly Excel
4. CPA Candidate or plan to pursue CPA within 1 year

Preferred Education and Experience
1. Proficiency in Microsoft Dynamics GP accounting software
2. Proficiency in Microsoft’s CRM platform
3. Previous supervisory experience

Additional Eligibility Qualifications
The individual selected for this position will join a team dedicated to providing outstanding service to women business owners, corporations, women's business organizations and the general public. Therefore, candidates for this position should possess the following skills and attributes:

1. Proven ability to successfully manage several projects/initiatives simultaneously
2. Excellent written and verbal communications skills
3. Proven ability to adapt to changing priorities and respond accordingly

EEO Statement
WBENC is an Equal Opportunity Employer and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, WBENC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.
Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures
This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee__________________________________ Date_____________