



EMPLOYMENT OPPORTUNITY

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

POSITION TITLE: STAFF ACCOUNTANT

REPORTS TO: General Services Manager

SUPERVISES POSITIONS: N/A

JOB SUMMARY:

Staff Accountant is the top manager responsible for preparing and maintaining the organization's financial reports, records, and general ledgers; preparing and analyzing budgets; performing general bookkeeping; billing for tuition and other receivables; managing accounts payable and vendor relations; and, coordinating preparation for annual audits and tax filings.

JOB DUTIES AND RESPONSIBILITIES:

1. Processes accounts payable disbursements to vendors.
2. Collects accounts payables (i.e. tuition, fees, and government subsidies) on behalf of students.
3. Processes payroll, disburses paychecks, and disburses payroll taxes and other withholdings.
4. Orders office and other supplies.
5. Provides financial status information by preparing special reports and projects.
6. Corrects errors by posting adjusting journal entries.
7. Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaids; analyzing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation and accruals.
8. Secures financial information by completing database backups; keeping information confidential.
9. Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
10. Updates job knowledge by participating in educational opportunities; reading professional publications.
11. Accomplishes accounting and organization mission by completing related results as needed.
12. Such other related duties as may, from time-to-time, be assigned.
13. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; prepare financial reports for funders, oversee all financial, project/program, and grants accounting.

TO APPLY

Qualified candidates should email résumé and cover letter to Careers@Hopkinshouse.org or fax to 703-683-3056.

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14. Coordinate and lead the annual audit and tax filing process, and liaise with external auditors.
15. Staff the Budget & Personnel Policy Committee of the Board of Trustees.
16. Oversee and lead annual budgeting and planning process in consultation with the President.
17. Keep senior management abreast of the organization's financial status.
18. Manage organizational cash flow and forecasting.
19. Effectively communicate and present the critical financial matters to the Board of Trustees.
20. Such other related duties as may, from time-to-time, be assigned.

DEPARTMENT: General Services

BASE EDUCATIONAL REQUIREMENT: Bachelor's Degree

YEARS OF RELATED WORK EXPERIENCE: 2 or more years

OTHER REQUIREMENTS: Teacher Certification / CPR Certification / First Aid Certification / Proficient in MSOffice / Valid driver's license and insurance / Strong verbal and writing skills / Car

OPTIONAL SKILLS: Fluent in foreign language / Valid driver's license and insurance / Car

SPECIAL CONSIDERATIONS:

1. The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.
2. Ability to translate financial concepts to—and to effectively collaborate with—programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
3. A track record in grants management.
4. Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
5. Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
6. A successful track record in setting priorities; keen analytic, organization, and problem solving skills that support and enable sound decision making.
7. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
8. A multi-tasker with the ability to wear many hats in a fast-paced environment.

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9. Personal qualities of integrity, credibility, and dedication.

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