



Position Title: Senior Full-Charge Bookkeeper

Department: Accounting

Location: Reston

Classification: Exempt, Full-time

Job Summary:

The Senior Full-Charge Bookkeeper ensures that accounting operations are conducted in compliance with federal and state laws, regulations, and internal policies. This role provides critical duties for multiple clients including but not limited to full-charge bookkeeping, preparing accurate accounting statements, budgeting, forecasting, and accounting analysis.

Essential Duties and Responsibilities:

- Perform daily client accounting tasks, including but not limited to full-charge bookkeeping, data entry, budget report review, and assistance to Executive Directors in preparing annual budgets.
- Administer accounts payable, accounts receivable, and bank and general ledger reconciliations in accordance with the accrual method of accounting to ensure accurate recording of revenues and expenses in the appropriate reporting periods.
- Manage month-end and year-end closing processes, ensuring timely and accurate reporting.
- Prepare detailed cash and accrual accounting reports, providing insights to senior leadership.
- Monitor daily cash flow and manage liquidity to meet operational needs.
- Ensure accurate and timely preparation of trial balance and financial statements.
- Participate in the annual budgeting process, working closely with senior leadership to develop budget plans.
- Prepare and maintain accounting forecasts to assess performance against the budget and adjust as necessary.
- Coordinate with external auditors to facilitate audits and ensure timely resolution of any audit findings.
- Ensure compliance with GAAP accounting regulations, laws, and tax requirements.
- Establish and reinforce accounting policies, procedures, and best practices to ensure consistency and accuracy across the organization.
- Participate in the selection, implementation, and maintenance of accounting systems and software.
- Serve as backup for payroll processing as needed.
- Conduct accounting analysis and variance reports to highlight trends, issues, and opportunities for accounting improvement.
- Recommend improvements in accounting processes, accounting systems, and reporting mechanisms to increase efficiency and effectiveness.

Reporting Relationships and Supervisory Responsibilities:

- Reports to the Chief Operating Officer
- Supervisory responsibilities: None

Education and Experience:

- Experience working with non-profit associations.
- Bachelor's degree in Accounting, Finance, OR equivalent work experience.
- Minimum of 5-7 years of experience in accounting or finance.

Knowledge, Skills, and Abilities:

- Exceptionally strong expertise in full-charge bookkeeping.
- Proven experience in accounting forecasting, budgeting, and reporting.
- Advanced experience with accounting software, HRIS systems, and Microsoft Office Suite, particularly Microsoft Excel including but not limited to XLOOKUP, VLOOKUP, HLOOKUP, pivot tables, and advanced formulas.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and accounting regulations.
- Exceptional attention to detail and problem-solving abilities.
- Excellent written and verbal communication skills, with the ability to present accounting information clearly to non-accounting parties.
- High level of integrity and business ethics.

Physical Requirements and Work Environment:

- Majority of time is spent working at a computer in a typical office setting.
- Must be able to lift up to 15 pounds at times.
- Occasional weekend and evening work.

Benefits:

Regular full-time employees are eligible for a benefits package including the following:

- 100% employer paid: employee health insurance, dental, vision, life insurance, short and long-term disability insurance, vacation, holidays, personal holidays, sick leave, parental leave, and volunteer time off.
- Additional benefits: flexible spending accounts, health reimbursement account with partial employer funding, tuition reimbursement plan, flexible work schedule, wellness plan, stock options, 401(k) retirement plan with employer match up to 4%, legal services, and supplemental insurance products.

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.