

**ASSOCIATION OF GOVERNMENT ACCOUNTANTS
POSITION DESCRIPTION**

TITLE: Accounting Manager

POSITION CLASSIFICATION: Exempt, Regular Full-Time

REPORTS TO: Director of Finance & Administration

POSITION SUMMARY:

KEY FUNCTIONS: Responsible for (1) monitoring all financial data entry points for the Association's information management system – iMIS and (2) managing accounting functions.

Program Management

- Assists the Director of Finance and Administration in administering the Association's financial and administrative operations.
- Works with the rest of the staff as their work has a direct impact in the financial operations of the Association.

Financial and Accounting Duties

- Supports the monthly-closing activities, preparing general ledger journal entries, schedules and account reconciliations for review and approval by the Director of Finance.
- Participates in all aspects of the Finance operations and backs up operational activities in Director of Finance's absence.
- Assists the Director of Finance in the Financial Statement preparation and other reporting needs as determined by the Executive Director and the Finance and Budget Committee.
- Reviews daily cash receipts and prepares daily bank deposits.
- Assigns, reviews and posts data entry batches from the Association's information management system – iMIS –. Also, exports all the posted batches to the Association's accounting system – Great Plains.
- Coordinates the daily adjustments of refunds, credits, transfers, etc. to ensure the accuracy of cash accounts.
- Administers the accounts receivable function for conference and educational event attendees, exhibitors, sponsors, and advertisers which includes coordinating with programs' staff the preparing and sending of invoices; and making collection calls and sending correspondence on outstanding receivables.
- Administers the Association's accounts payable function, which includes reviewing, obtaining approval, and coding all invoices prior to check preparation.

March 1, 2007

- Administers the merchant account, which includes monthly bank reconciliation.
- Administers the procurement program, which includes ensuring procurement policies and procedures are followed in purchasing goods and services and maintaining official contract files.
- Develops and maintains depreciation schedules for furniture, plant and equipment.
- Develops and maintains prepaid schedules (insurance, leases, service contracts, etc.).
- Updates employee leave files.
- Assists with the annual external audit.
- Ensures that the financial policies and procedures established are properly followed.
- Attends Finance and Budget Committee meetings.
- Performs other duties as assigned by the Director of Finance.

REQUIREMENTS

- Bachelor's Degree in Accounting.
- Two+ years experience in an association environment strongly preferred.
- Experience in monthly-closing functions as well as financial statement preparation.
- Demonstrated computer skills and working knowledge of word processing, spreadsheet, and data base applications. Knowledge of Microsoft Great Plains and iMIS will be highly valued.
- Demonstrated knowledge of accounting principles and practices and ability to apply established accounting methods.
- Excellent written and verbal communication skills with a strong customer service focus.
- Ability to handle multiple projects simultaneously with attention to detail.
- Ability to work well under pressure, determines priorities, and produce results.
- Good public presence and the ability to interact with many types of people at different levels.

March 1, 2007