

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

POSITION DESCRIPTION

POSITION: General Ledger Accountant

REPORTS TO: Controller

PRIMARY AREAS OF WORK:

Maintains general ledger accounts and assists with monthly and annual close activities by preparing analyses as well as balance sheet and revenue and expense account reconciliations.

SPECIFIC DUTIES:

- Serves as General Ledger manager, maintaining accounts, chart of accounts, and all subsidiary ledgers
- Prepares standard monthly journal entries, including depreciation, amortization, and payroll journal entries
- Prepares bank and investment reconciliations
- Prepares monthly revenue reconciliations
- Prepares monthly and annual financial statements
- Works with Controller to prepare work papers for use in annual audits and IRS Form 990
- Assists Controller and department managers with financial reports and analyses as requested
- Reviews Finance and Accounting Specialist's journal entries and approves for posting
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting or business
- Four or more years' experience in accounting; non-profit experience preferred
- Able to work independently with minimal supervision on short and long term tasks
- Driven to find ways to make systems and processes more effective and efficient
- High proficiency in Excel and Microsoft Office
- Proactive and able to effectively prioritize and execute tasks
- Strong analytical and organizational skills; creative problem solver
- Strong communication skills; a team player that is able to explain financial concepts in an effective manner to others at various levels

Preference may be given to candidates with Girl Scout experience.

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.

While performing the duties of this job, the employee is regularly required to communicate verbally. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel; and reach with hands and arms.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.