

Position Overview: Senior Accountant

The Senior Accountant is responsible for performing month end financial procedures, preparing analyses of results, reconciling accounts, performing control functions, maintaining ledgers, preparing journals and creating financial reports. The individual in this role also assists in measuring and safeguarding the Foundation's assets and ensuring that financial results are recorded and reported in accordance to Generally Accepted Accounting Principles. A successful candidate will be able to combine and apply excellent analytical skills, thorough knowledge of accounting business practices and GAAP in there day to day activities. The role ensures the integrity of accounting information by recording, verifying, reconciling, consolidating, and entering transactions in accordance to established procedures and GAAP. This job is located and performed from our downtown Washington DC office.

Essential Functions/Duties/Tasks:

- Prepare NPF monthly financial reports and analyses vs budgets, forecasts or other targets;
- Prepare monthly reconciliation of accounts, funds, cash, credit card and other elements as assigned;
- Assist in preparation of budgets, forecasts, ad hoc reports and other analysis;
- Reconcile and records revenue activities;
- Prepare monthly journal entries, accruals and adjusting entries;
- Update monthly balance sheet account schedules;
- Update, manage and reconcile pledge and other receivable schedules;
- Perform and assist in managing month-end and year-end close processes and procedures;
- Ensure expenses are submitted and recorded timely and coded correctly;
- Prepare and issue quarterly reports to NPF partners;
- Prepare weekly cash activity reports;
- Provide reports and analysis to Department Heads and staff as assigned;
- Identify efficiency and productivity improvements;
- Review and recommend modifications to accounting systems and procedures;
- Develop and document business processes and accounting policies to maintain and strengthen internal controls;
- Ensure transactions are supported, recorded and reported in conformance to with GAAP and company policies;
- Report, record and reconcile investment activities;
- Represent Finance and Accounting teams on cross functional projects;
- Contribute to department and organization special projects as assigned;
- Provide backup on critical functions;
- Assist with management of and delivery of materials related to audit engagements;
- Perform other tasks as assigned.

Required knowledge, skills, and abilities:

- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Strong ability to analyze financial reports and statements
- Demonstrated experience reconciling financial activity and bank statements
- Excellent oral and written communication skills

- Ability to maintain a positive attitude and meet deadlines
- Excellent time management skills and attention to detail
- Thorough knowledge of accounting practices and controls
- Strong knowledge of general business practices
- Ability to identify and solve problems or issues proactively and collaboratively
- Good organization skills and ability to adapt in a changing environment

Preferred education, certifications and experience:

- Bachelor's degree in Finance or Accounting
- 5-10 years of progressive experience in finance and accounting role(s)
- Proficient in Microsoft Office suite
- Strong experience with Great Plains or other accounting software

Description of physical demands and work environment:

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

- While performing the duties of this job, the employee is regularly required to use hands to operate office equipment and computing resources.
- Employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, and often required to stand and walk.
- Employee must be able to sit for periods of time using office equipment and computer.
- Position may require moderate lifting of supplies and materials from time to time.
- The working environment is a general office environment with low noise level.

About NPF:

The National Park Foundation, in partnership with the National Park Service, enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

Chartered by Congress in 1967, the National Park Foundation is rooted in a legacy that began more than a century ago, when private citizens from all walks of life took action to establish and protect our national parks. Today, the National Park Foundation carries on that tradition as the only national charitable nonprofit whose mission is to directly support the National Park Service.

Join the Team:

Join our energetic, passionate team at the National Park Foundation. As the official charitable partner of America's national parks, we are helping to preserve, protect and promote our country's most treasured places. Communicating about the parks, and fundraising to support them, is at the very center of our mission. Your work will make a direct and lasting impact on conservation, culture, preservation, recreation, education, stewardship, and volunteerism – preserving our national parks for centuries to come. If you know you are the ideal candidate for this position, please submit your cover letter and resume by email to resumes@nationalparks.org. Please indicate the job title in the subject line of the e-mail.