The Mathematical Association of America (MAA), a national professional association, seeks a full-time Staff Accountant.

The Staff Accountant is responsible for creating entries for and maintaining the accuracy of the general ledger accounts of the MAA, managing the integration of all financial data from the Association Management System (AMS) into the accounting system as well as assisting with the preparation of program specific financial reports and budget to actual analysis.

A successful candidate for this position must have advanced knowledge of Generally Accepted Accounting Principles (GAAP), advanced MS Office Skills with a strong emphasis on excel including the use of advanced functions such as pivot tables, and a strong ability to analyze transaction flow through multiple software to develop accounting entries. Candidates must have the ability to meet deadlines, work independently and collaboratively, and possess a strong work ethic. Experience using Association Management Systems (AMS) financial output to develop detailed ledger entries is required as is experience with Accounting Software. Experience with non-profit accounting is highly desirable as is experience with cloud-based financial software and the selection and implementation of accounting software. Experience with federal grant accounting is a plus.

Candidates must have a Bachelor’s degree in accounting or related field as well as a minimum of 5+ years of applicable accounting experience.

The Mathematical Association of America (MAA), located in the historic Dupont Circle area of Washington D.C., is the world's largest community of mathematicians, students, and enthusiasts. The MAA accelerates the understanding of our world through mathematics, because math drives society and shapes our lives. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org/). The MAA is an Equal Employment Opportunity Employer.

Please email resume, cover letter, and salary expectations (required) to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: hr@maa.org