**Accountant**

The Mathematical Association of America is the world’s largest community of mathematicians, students and enthusiasts. We further the understanding of our world through mathematics because mathematics drives society and shapes our lives. Our mission at the MAA is to advance the understanding of mathematics and its impact on our world and we do so through our values of; Community, Inclusivity, Communication, and Teaching and Learning.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated.  We offer a full array of highly competitive benefits, and we are located within a desirable Washington, DC location.

## Job Summary

The role of the accountant involves providing financial and administrative support to the organization. Perform a variety of routine and non-routine accounting functions with significant focus on general ledger accounting.

# Job Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned as needs arise.

* **Accounts Payable**
	+ Process in a timely manner all payables sent through the accounts payable system, includes assigning expense account coding and individuals to approve;
	+ Scan and email all invoices received through regular mail to the accounts payable system;
	+ Verify expense reimbursement receipts and totals;
	+ Monitor accounts payable system to ensure invoices are approved in a timely manner;
	+ Reconcile all AP general ledger accounts on a monthly basis;
	+ Prepare journal entries to correct accounts payable balances;
	+ Correspond and build working relationships with vendors, customers and MAA staff, includes answering payment inquiries and follow up on missing receipts;
	+ Assist MAA staff with expense account coding;
	+ Collect necessary W-9 forms from vendor and provide W-9 to customers as needed;
	+ Monitor accounts payable system for any returned check payments and assist in resolving the issue;
	+ Monitor the outstanding check list, includes corresponding with vendors regarding uncashed checks, void checks and voucher and re-issuing of payments as needed;
	+ Email invitations to vendors to receive e-Payments from MAA, includes corresponding with vendors to assist in their set up to receive e-Payments;
	+ Maintain vendor files in the accounting and accounts payable systems;
* **Accounts Receivable**
* Reconcile all AR general ledger accounts on a monthly basis;
* Monitor PayPal account for new invoices includes recording new invoices as receivable in the accounting software;
* Update PayPal account and enter check received to pay for customer invoices;
* Maintain PayPal account current to reflect current outstanding customer invoices, includes archiving any paid invoices;
* Update other departments of receipt of payments on open invoices and of any outstanding invoices that remain unpaid;
* Send out reminders through PayPal for invoices over 30 days;
* Make collection calls/correspondence to customers as needed;
* Researching and resolving customer and MAA staff inquiries and requests.
* **Payroll**
* Reconcile monthly benefits statement to the general ledger and to staff balances;
* Maintain SmartTrip benefits on WMATA’s website to ensure that payments and transfers are done correctly;
* Reconcile SmartTrip account to the general ledger on a monthly basis;
* Provide timesheet training and assistance to new hires and existing staff as needed;
* Assist with other payroll duties as assigned.
* **Other**
* Contribute in the monthly, yearly and annual close out includes audit preparation and various general ledger account reconciliations;
* Assist with grants and restricted fund accounting as needed;
* Maintain the petty cash account;
* Send all AMC checks received in-house to BrightKey;
* Inform the accounting manager of ways to improve accounting process;
* Assist accounting manager with Finance records retention management;
* Maintain all Finance department files, includes paid invoices file folders, W-9’s, voided checks, creation of new file folders as needed.

**Minimum Qualifications**

To perform this job successfully, an individual should possess the knowledge, skills, and abilities, education, training and/or work experience listed here.

##### Education

##### College graduate or equivalent

Experience

* 5 years of accounting/bookkeeping experience

##### Knowledge, Skills, and Abilities

* Strong general ledger reconciliation background
* Proficient in Excel (intermediate), Word, Gmail
* Candidate must be detail oriented and must take pride in ownership of work with high degree of accuracy
* Ability to work on multiple projects effectively
* Strong collaborator and team player
* Ability to follow through assigned tasks;
* Excellent verbal and communication skills;
* Has excellent interpersonal skills and is highly customer service oriented
* Adaptable
* Proactive

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

* *EXAMPLE:* Able to lift up to 20 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Standard office environment

Travel: None

Salary -- $60,000 to $65,000

Equal Opportunity Employer