

Accounting Senior Manager

Summary of position:

The North American Securities Administrators Association (NASAA), a prominent Washington D.C. association devoted to supporting the work of state and provincial securities regulators, is seeking to hire an Accounting Senior Manager who will be responsible for cash flow projections, review of vendor invoices, general ledger reconciliations, drafts of monthly financial reports and provide support to the Director of Finance and Operations (DFO). The Accounting Senior Manager will work alongside the Membership Services & Finance Manager (FM) and provide oversight for the accounts payable and fixed asset accounting functions. The successful candidate will be highly-motivated, have a positive attitude and a commitment to excellence. He or she must possess the personal quality of integrity, exceptional organization and analytical skills, high attention to detail and accuracy, ability to meet deadlines and work well independently or in a team. The position reports to the DFO. This position offers a competitive compensation package, including medical and dental benefits; disability and life insurance; and retirement fund options.

The responsibilities of the Accounting Senior Manager will include the following:

- Daily review of cash and investment account positions.
- Preparation and maintenance of cash flow projections.
- Review vendor invoices processed by FM to ensure appropriateness and accuracy in payment amount and general ledger posting.
- Monthly general ledger account analyses and reconciliations for DFO review.
- Drafting monthly financial statements for DFO review.
- Analysis of actual to budget variations and other account activity as required.
- Coordinate with DFO regarding financial, internal control and other audits.
- Assist DFO with annual budgeting and planning process.
- Assist with matters relating to insurance including annual renewals and audits.
- Assist DFO with creation and monitoring of internal control policies and procedures.
- Work closely with and provide ongoing support to DFO.
- Partner with DFO, FM, IT and other corporate office departments to promote smooth operations.
- Perform other duties as may be assigned.

Qualifications for the HR Coordinator/Executive Assistant

- 5-10 years' relevant work experience. Public accounting experience a plus.
- Bachelor's degree in Accounting, Finance or related field.
- Highly proficient in Microsoft Office including Excel, Word, Outlook, and PowerPoint. Working knowledge of Great Plains Accounting software a plus.
- Excellent organizational skills and keen attention to detail.
- Strong analytical and problem-solving skills.

- Effective oral and written communication skills
- Demonstrated ability to manage multiple assignments and medium to high email correspondence volume.
- Ability to meet deadlines and complete projects independently with minimal supervision.
- Positive attitude and an ability to work as a team member.
- A personal commitment to integrity and accuracy.
- An interest in investor protection and securities regulation.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.