

Job Title:
Accounting Manager

Job Summary:

The accounting manager position will primarily focus on preparing financial reports to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities. Knowledge and understanding of the Dept. of Veterans Affairs research program and clinical trial management systems will be strongly preferred as some tasks will require working within these environments.

Duties/Responsibilities:

- Performs general cost accounting and other related duties in the accounting department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files required tax forms with federal, state, and local government agencies.
- As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite including Office365.

Education and Experience:

- Bachelor's degree in Accounting, Finance, or related discipline preferred.
- Three to five years of accounting experience required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Position Classification: Full Time

Position Location: This position is 100% remote work that may include 5% travel.

FLSA Status: Exempt

Salary: Compensation and benefits will be competitive and commensurate with experience. Candidate will be eligible for all NAVREF benefits which include health stipend, 403B, unlimited PTO, etc.

Email Resume to: Hawk Tran at htran@navref.org