

Staff Accountant - Payroll Focus

The American Society for Engineering Education ("ASEE") is looking for a smart, savvy person to be a part of our team. This position is the owner of Payroll and also prepares monthly reconciliations, cost allocation calculations, and teams for timely month and year end closings.

ESSENTIAL DUTIES / RESPONSIBILITIES:

- Owns the Payroll process, including bi-weekly and calendar year-end processing.
- Prepares monthly and quarterly cost allocation calculations.
- Prepares monthly reconciliations for most balance sheet accounts: Operating, Convention and Seminars, SMART, NDSEG Admin, and NDSEG Tuition.
- Supports month-end closing, including timely and accurate cash account reconciliation.
- Performs year-end closing procedures and annual audit preparation accurately and timely.
- Works with Director of Accounting or Senior Accountant on monthly contract and grant invoicing.
- Reviews Accounting processes and makes suggestions for improvements.
- Writes or updates Accounting policies as assigned; brings drafts to Accounting Director or CFO.
- Other duties as assigned.

ESSENTIAL EDUCATION / EXPERIENCE:

- Bachelor's degree (B.S.) in Accounting or Finance required.
- 3 years of accounting experience.
- ADP WorkforceNow experience strongly preferred.
- Ailba/Sage accounting software experience preferred.

ESSENTIAL SKILLS AND COMPETENCIES:

- Excellent analytical skills.
- Excellent computer skills including database/spreadsheet skills, accounting software, MS Office and Internet.
- Must be extremely organized, possess a sense of urgency, exceptional organizational and follow up skills.
- Good knowledge of the member/organizational dynamics.

- Good interpersonal and communication skills.
- Professional self-starter, with the ability to work independently, without much supervision, as well as work collaboratively with others.
- Ability to prioritize ever-changing priorities.
- Ability to take direction from multiple people.
- Ability to create and maintain processes and policies.