

The Society for Cardiovascular Angiography and Interventions (SCAI) is seeking to add an experienced **Accounting Manager** to our team of high-performing professionals. In this position, under the direct supervision of the VP of Finance & Administration, you will be responsible for general ledger accounting functions which include account payables, receivables and cash receipts; preparation of bank reconciliations; general ledger analysis and preparation of journal entries; review and preparation of daily cash receipts; assistance with month end closing procedures and annual audit; and special financial accounting projects.

### **Primary Responsibilities**

- Record cash receipts in Quickbooks (accounting system) and Enforme (AMS)
- Record accounts receivable and credit memos
- Perform bank reconciliations
- Process accounts payable using Bill.com (accounts payable software)
- Provide support to employees on the use of Bill.com
- Reconcile travel advances and Amex statements
- Prepare manual checks
- Provide assistance with monthly and year end closing
- Assist with annual audit as requested
- Answer financial related staff and phone inquiries as needed

### **Payroll**

- Provide assistance and serve as backup for payroll preparation using ADP Total Source
- Provide assistance and serve as backup for employee transit benefit program using SmartBenefits
- Provide assistance and serve as backup for remittances of contributions to retirement plan administered by TIAA

### **Other Responsibilities**

- Assist with forecasting and budget analysis as assigned
- Provide support for internal and external grant compliance
- Other duties as assigned

### **Desired First Year Outcome**

- Contribute to the successful transition from external to internal accounting operations

### **Qualifications**

- Bachelor's degree, in Accounting, Finance, Business Administration or related field or equivalent in experience
- Five years of experience in accounting
- Non-profit association experience desired
- Experience in a multi-entity organization
- Accounting quality, high ethics, strong internal and external customer relations, teamwork and collaboration are key competencies desired. Advanced proficiency in Outlook, Microsoft Word, PowerPoint and Microsoft Excel. Experience with processing payroll and ADP TotalSource

preferred. Experience with automated accounting systems, Quickbooks, Bill.com, eShow preferred.