



Senior Accountant – The Links, Incorporated

Exempt

At-Will

THE LINKS, INCORPORATED

The Links, Incorporated is an international, not-for-profit corporation, established in 1946 and based in Washington, DC. The membership consists of more than 17,000 professional women of African descent in 299 chapters located in 41 states, the District of Columbia, the Commonwealth of the Bahamas, and the United Kingdom. It is one of the nation's oldest and largest volunteer service organizations of extraordinary women who are committed to enriching, sustaining and ensuring the culture and economic survival of African Americans and other people of African ancestry.

INTRODUCTION

This position is responsible for ensuring that:

- Financial transactions of The Links Incorporated (the Organization) are accurately recorded in accordance with established policies and generally accepted accounting principles;
- Financial statements and management information reports accurately reflect the financial position and activities of the Organization; Performance data is reported in a manner that supports management decision making;
- Financial Statement audits and regulatory examinations are adequately planned and supported;
- Policies, procedures and systems adequately protect the assets of the Organization and ensure the integrity, completeness and consistent calculation of information reported to the National President, the National Treasurer, the National Executive Council and the Finance Committee.

DUTIES AND RESPONSIBILITIES

This position is responsible for the following duties:

- Perform accounting functions including the recording of account receivables, cash receipts, accounts payables, cash disbursements, investments, fixed assets, grants, payroll and all other transactions. Ensure that financial transactions are recorded accurately, timely and in accordance with established policies and generally accepted accounting principles.
- Prepare and record journal entries and perform reconciliations to close the Organization's financial records at month-end.
- Prepare monthly financial statements and management information reports.



- Monitor the workflow of accounting tasks/functions within the department. Proactively make and implement recommendations that provide opportunities to increase the operational effectiveness and efficiency of operations.
- Proactively identify, evaluate, and present emerging trends and their effect on the strategic objectives of the Organization for planning and cash flow management.
- Work with controller and Executive Director to develop financial goals and to prepare the Organization's budgets for the upcoming years.
- Prepare and present responses to inquiries from federal, state and local government agencies to satisfy regulatory reporting requirements.
- Prepare and provide information to assist the National President, the National Treasurer, the National Executive Council, the Finance Committee, and local chapters in completing grant applications, completing reports and responding to inquiries.
- Support the planning and execution of external audits and internal control reviews of business processes to ensure protection of the Organization's assets.
- Serve as a back up to the senior accountant of The Links Foundation, Incorporated. Maintain a familiarity with the accounting operations of The Foundation.
- Perform all other duties that may be required

REQUIREMENTS

This position requires interaction with governance members of the Organization, especially the National Treasurer and members of the Finance Committee. The incumbent must have a thorough knowledge of the organization's policies, procedures, processes and systems.

Other position requirements include:

- A Bachelor's degree in Accounting is required.
- The incumbent must possess strong problem solving, analytical and communication (oral and written) skills. The incumbent must also be comfortable with taking initiative and be creative and resourcefulness.
- A thorough understanding of generally accepted accounting principles (GAAP).
- Two to five years' experience in a not- for- profit membership environment with a focus in Accounting is highly desirable.
- Fluency in Excel, Word and Power Point.