



Accountant

Location: Silver Spring, MD

Supervisor: Director of Finance

Overview of Position

The National Marine Sanctuary Foundation is the non-profit partner to the National Marine Sanctuary System, our essential network of protected waters. The Foundation is a leading voice for US protected waters, working with communities to conserve and expand these special places for a healthy ocean, coasts and Great Lakes.

The Accountant will play a key role within a small finance team that is responsible for managing all aspects of accounting for a nonprofit organization that both conducts its own programs and serves as fiscal sponsor for marine sanctuaries and related programs worldwide. The Accountant will be responsible for accounts payable, accounts receivable and cash management and report directly to the Director of Finance. The position is based in the Foundation headquarters office in Silver Spring, MD.

Responsibilities

- Manage the full cycle of accounts payable, including review and entry of invoices, both paper and on-line invoices. During review process, ensure invoice accuracy, verify 1099 status of vendor and invoice relevance for 1099 reporting, check SAM spreadsheet or website, validate contract and amendment details, confirm per diem rates, and assign general ledger accounts.
- Lead the approval of vendor requests, ensure proper forms are documented, rank, assign and maintain vendor risk level.
- Manage all aspects of the weekly check run and initiate wire transfers and ACH payments. Maintain ACH forms and document.
- Validate receipts and enter individual credit card charges and give to supervisors for approval.
- Control the reconciliation all cash activity associated with the online store, credit card swipes, various online donations, etc. to bank account.
- Verify receipts and enter monthly PEX charges.
- Manage the documentation and entering of all incoming checks and other automatic payments. Deposit paper checks electronically.
- In charge of generating invoices monthly and upon request and the collection of accounts receivable.
- Determine the monthly draws for the Federal Awards. Run P&L statements monthly and calculate draw amounts for expenses and administrative fee. Update spreadsheet with



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monthly draw amounts and balances. Work with CFO to draw amounts from ASAP website.

- Manage the IAC grants and international contributions financial entry and internal reporting.
- Oversee the IAC international expenses and administer the annual financial report.
- Develop the calculation and entry of all departmental annual budgets.
- Substantiate and generate 1099 MISC forms annually.
- Ensure that all transactions are adequately documented, approved and filed.
- General troubleshooting, responding to inquiries from the field and producing ad hoc reports on request.
- Special projects as needed, i.e.- collaboration on documenting contract, grant and contribution checklists, documenting policy and procedures, etc.

Qualifications

Candidates should have a Bachelor's degree in a relevant major and at least one year experience in accounting or a combination of coursework and experience, or extensive related experience. We are looking for:

- Excellent computer skills and proficiency in Excel, Word, and Outlook. Intacct experience a big plus, but not required.
- Accuracy, attention to detail and excellent organization, required.
- Excellent interpersonal skills and a collaborative work style, comfortable working as part of a small, hard-working team.
- Excellent communication skills both verbal and written.
- Demonstrated work ethic.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.
- Enjoys challenging, fast-paced organizations dedicated to an idealistic mission.

Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- Two weeks annual paid vacation leave, plus paid time off the week between December 25th and January 1st; and 11 paid Federal holidays.
- Two weeks annual paid sick leave
- Health Benefits: Medical with an FSA option, dental, and vision
- Foundation paid Life and Disability Insurance
- Preparing for the Future: 403(B) retirement plan with employer contribution after one year of service
- Commuter Benefits
- Cell Phone Reimbursement



Compensation and Benefits: Annual salary- \$48,000-\$50,000. In addition, the Foundation offers a competitive benefits package.

Start Date: April 2020

To Apply: Applications should include a cover letter, resume, list of references and several writing samples to Applicants@marinesanctuary.org . Please be sure to put "Accountant" in the subject line. Applications received prior to March 27, 2020 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.