The Enrollment Management Association is looking for an experienced staff accountant with a BS in finance/accounting. A CPA license is not required but considered a plus. Experience with Sage Intacct and ADP payroll reporting is a plus. Candidates must have the ability to prioritize accounting responsibilities in order to ensure accurate and timely closing processes. Candidates must effectively communicate month-end status, accounting discrepancies, and variances between budget and actual every month. Candidates must be willing to dig deep in the flow of transactions to fully understand the concept of EMA's accounting structure and operations. A strong understanding of GAAP and accrual accounting is a must. This position is poised for possible future growth. This job requires the candidate to be local to the New Jersey area and commute to the office on a set schedule, as determined by the employer.

**Summary:**

The Staff Accountant shares responsibility for general ledger accounts and will be responsible for executing journal entries for business financial transactions within the general ledger and accounting subledgers in accordance with Generally Accepted Accounting Principles. S/he is accountable for collaborating with the Finance team to perform month-end reconciliations and prepare documentation for financial statement purposes in a timely and accurate manner. Daily/monthly responsibilities include, but are not limited to:

- Maintain fixed assets and depreciation schedules
- Maintain and update the cash flow forecast
- Process semi-monthly payroll in ADP and record entries, as needed
- Record accrual based accounting entries to the general ledger

The staff accountant will maintain relationships with vendors and will address any inquiries, as necessary. This position will share responsibility for running financial statement reports within Sage Intacct and identifying trends and variances. The Staff Accountant will assist the finance team throughout the audit and 990 reporting processes. S/he also shares responsibility for maintaining internal controls and identifying any opportunities for improvement within the organization. The Staff Accountant is expected to fully cross-train with other accounting staff within the organization to provide backup, as needed.
Qualifications:

- BA/BS (or equivalent experience) in Accounting/Finance with a minimum of 2-3 years of relevant financial experience required
- High proficiency with Excel, including pivot tables, ability to work efficiently and accurately
- Highly proficient in using technology & software programs and reviewing processes and procedures to maximize efficiency constantly.
- Strong verbal, written, and analytical skills are required
- High level of attention to detail
- Ability to meet deadlines in a high volume environment
- Ability to work both independently and collaboratively
- Maintain a positive work atmosphere by acting in a proactive and communicative environment
- Knowledge of Intacct financial software and Vena budgeting software is a plus
- Must possess strong planning, prioritization, and organizational skills

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Problem-solving—the individual identifies and resolves problems promptly, gathers and analyzes information skillfully.
- Vendor/Client relations—the individual manages difficult vendors/client situations, responds promptly to vendor/client needs, solicits vendor/client feedback to improve service, responds to requests for service and assistance, and meets commitments.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality, is extremely detail-oriented, and applies feedback to improve performance.
- Quantity—meets productivity standards, meets established deadlines, and completes work on time.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands, and deals with frequent change, delays, or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.

TO APPLY: Candidates who share our passion for excellence are encouraged to send their resume and a cover letter (including salary requirements) to careers@enrollment.org. Please reference SA2021 in the subject line. No phone calls, please.