Association of Public Health Laboratories

POSITION TITLE: Senior Specialist, Accounting
STATUS: Full-time, Exempt
LOCATION: Silver Spring, MD

POSITION OVERVIEW

The Senior Specialist, Accounting is responsible for managing the accounts payable function for the Association, and oversees/coordinates the work of the two Associate Specialist, Accounting (Accounts Payable). The Senior Specialist perform the financial and tax reporting for the organization. This position is also responsible for ensuring the accuracy of APHL’s grant revenue and receivable accounts as well as all overhead. The Senior Specialist serves as a resource to APHL staff regarding internal financial reports and controls the reporting access. The incumbent serves as liaison with APHL’s Registered Agent and state taxing agencies.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

General Ledger
1. Serve as liaison with state taxing authorities and maintain relationships. Prepare all tax filings for headquarters, including personal property and unclaimed property returns, and ensure that these filings are prepared by required deadlines.
2. Prepare annual IRS Form 990 and work with auditors to ensure that all necessary information is provided.
3. Serve as liaison with APHL’s Registered Agent, and maintain state registrations.
4. Review and record revenue from all cooperative agreements and grants, ensuring that grant receivable accounts are correct while adhering to DHHS drawdown requirements. Ensure overhead is recorded and allocated correctly, and that only eligible expenses are used to compute each overhead drawdown.
5. Prepare quarterly Federal Financial Reports and ensure that returns are complete and correct.
6. Provide oversight of APHL’s program income accounts and monitor usage and availability of funds.
7. Monitor need for and initiate requests for new account and program codes in Accounting Software.
8. Assists with preparing APHL’s annual unrestricted budget.
10. Prepares the annual Indirect Cost Rate Proposal.

Accounts Payable
1. Supervise the Associate Specialist, Accounts Payable, ensuring that all invoice and expense reimbursements are reviewed and entered into Microsoft Dynamics SL completely and correctly, and that all payments are made accurately and within APHL’s established payment timeframes.
   • Review invoices vouchered into accounting system, ensuring that entries are complete and correct. Release batches in accounting system.
   • Review Accounts Payable aging report to log and select items for payment each week in accordance with APHL’s payment timeline.
• Review checks prior to mailing to ensure that correct signatures were obtained and that the amount and vendor addresses agree with supporting documents.

2. Ensure that the Accounts Payable log is updated and maintained by the Associate Specialist, Accounts Payable on a daily basis.

3. Review and upload weekly wire and ACH payments to bank.

4. Serve as liaison with APHL staff and vendors for payment and policy-related issues, providing a high level of customer service. Serve as primary contact with Microsoft Dynamics SL consultant for all Microsoft Dynamics SL/Solomon issues related to Accounts Payable and Receivable. Oversee 1099 generation and reporting annually. Oversee American Express credit card and purchasing card programs.

Audits
1. Ensure that all audit schedules, reports and related information assigned are prepared in a timely manner for both interim and year-end audit work.
2. Provide audit assistance and serve as point person for questions related to areas of responsibility.
3. Prepares all financial statements for the audit.

Other
1. Serves as staff liaison for APHL’s Finance Committee.
2. Perform special projects as assigned.
3. Conduct training for APHL staff members for areas of responsibility.
4. Other duties as assigned.

In performing the above duties, the Senior Specialist, Accounting will ensure compliance with relevant laws and regulations, Generally Accepted Accounting Principles (GAAP), and the Association’s policies and procedures.

OVERALL QUALIFICATIONS:
This position requires an individual who has advanced knowledge of accounting processes and procedures as well as Generally Accepted Accounting Principles (GAAP) and Federal regulations governing the recording all transactions. The incumbent must be capable of performing complex analyses and projects related to the General Ledger and must be able to oversee the work of others. This person must have a high level of attention to detail and accuracy, be able to consistently meet deadlines, work independently and with others and exhibits strong customer service skills.

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:
Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Minimum qualifications are:

1. Bachelor’s degree in Accounting and four years of relevant accounting experience or Graduate degree with three years of relevant accounting experience.
2. Supervisory experience is required.
Knowledge of:
- Sound knowledge of Generally Accepted Accounting Principles (GAAP), policies and procedures.
- Knowledge of accounting principles governing Federal cooperatives, grants, sub-grants and contracts.
- Knowledge of INTACCT accounting software preferred.
- Knowledge of Microsoft Office applications.
- Advanced level of knowledge of Microsoft Excel; experience with pivot tables and complex formulas required.
- Familiarity with project multi-cost center organizations.
- Well-organized, detail oriented, excellent verbal and written communication skills.

Skills and Abilities:
- Ability to meet deadlines and have time management and organization skills to handle projects simultaneously.
- The ability to analyze and interpret financial data, to research and resolve complex accounting issues and develop appropriate solutions.
- Excellent written and oral communication skills.
- Ability to develop own plans, and ability to contribute to company on non-financial issues.
- Ability to work with diverse groups of people.
- Ability to function as a member of a team of professionals.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by a colleague to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the colleague is required to sit for long periods at a time; type using a computer keyboard; visually read information off of a computer monitor; talk, hear, and orally communicate information over the telephone. Specific vision abilities required by the job include close vision and color vision and the ability to adjust focus.

WORK ENVIRONMENT:
Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee could be exposed to outdoor weather conditions prevalent at the time. The noise level in the work environment may vary from light to moderate depending on the location.

CRITERIA FOR PERFORMANCE EVALUATION:
Performance evaluation will be based on the abilities in meeting the criteria outlined herein.
POSITIONS REPORTING TO THIS POSITION:
Specialist, Accounting (2)

POSITION REPORTS TO:
Manager, Accounting and Financial Reporting

POSITION DESCRIPTION STATUS:
The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. Association of Public Health Labs (APHL) reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do no constitute or represent a contract.

Association of Public Health Laboratories is an Equal Opportunity Employer.

In order to apply for this position, please go here -- https://careers-aphl.icims.com/jobs/1121/senior-specialist%2c-accounting/job