



**NATIONAL
MARINE
SANCTUARY
FOUNDATION**

Senior Accountant

Job Announcement and Position Description

Location: Silver Spring, MD

The National Marine Sanctuary Foundation (Foundation) – a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries – seeks a Senior Accountant to work at its headquarters in Silver Spring Maryland. The Senior Accountant plays a key role within the Foundation’s finance team and is responsible for managing all aspects of accounting for a nonprofit organization that both conducts its own programs and manages Federal awards for national marine sanctuaries, ocean and fishery conservation, marine education and related programs both nationally and worldwide. The Senior Accountant is primarily responsible for the day-to-day management of all general ledger accounting, payroll, and cash management and report directly to the Chief Financial Officer.

Responsibilities

- Full cycle general ledger management including the reconciliation of specified balance sheet accounts and Trial Balance. Production of monthly financial statements in concert with CFO.
- Assist CFO in the preparation of audits.
- Management of temporarily restricted programs, community service payments, sanctuary and local chapter foundation accounts and associated reporting.
- Process and manage all aspects of payroll through the approved payroll service. Associated reconciliation and entries as needed.
- Responsible for receipt and tracking of all pledge, in-kind and other irregular entries that affect the general ledger.
- General troubleshooting, responding to inquiries internally and from the field and producing ad hoc reports on request.
- Other duties as assigned.

Qualifications

- Candidates should have a Bachelor’s degree in a relevant major and at least five years of experience in bookkeeping and/or accounting in an A-133 grant-making environment.
- Excellent computer skills and proficiency in Excel, Word, and Google Mail. Intacct experience a big plus, but not required.
- Ability to execute and ensure compliance with all approved organizational policies and procedures.

- Accuracy, attention to detail and excellent organization, required.
- Excellent interpersonal skills and a collaborative work style.
- Excellent verbal and written communication skills.
- Demonstrated strong work ethic.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.

Compensation and Benefits: The Senior Accountant will be paid an annual salary commensurate with experience and education. Benefits include health and dental insurance, a retirement plan (a 403(b) plan for non-profit organizations), a generous leave policy and public transportation subsidy.

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

Start Date: As soon as possible

To Apply: Applications should include a cover letter, resume, list of references and several writing samples to applicants@marinesanctuary.org. Be sure to reference Senior Accountant in the subject line of all email correspondence. Please include salary requirements in your cover letter. Applications received prior to November 8, 2017 will be given top priority. No phone calls please

Physical Demands: The physical demands 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 is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

About the National Marine Sanctuary Foundation: The National Marine Sanctuary Foundation is a private, nonprofit organization. Founded in 2000 to expand the educational, philanthropic, and programmatic outreach of the National Marine Sanctuary System, the Foundation is a leader in conserving U.S. marine and Great Lakes areas of national significance and connecting people to these unique places. The Foundation: advocates for healthy ocean and coastal economies; promotes public understanding and awareness of sanctuaries; partners with businesses, user groups, conservation organizations, and government to enhance the overall public interest benefits of these areas; and supports critical research, monitoring, and restoration efforts.