

**Job Title:** Accountant

**Job Description:**

- Oversees the running of all finance and accounting activities including all financial and accounting records;
- Prepares Financial and accounting records, assessments and projections.
- Prepares and maintains budgets in consultation with the relevant executive team member and the General Manager;
- Provides reports on actual income and expenditure against individual projects;
- Monitors financial expenditures of the service;
- Prepares financial assessment and projections;
- Ensures financial responsibilities of the company are carried out;
- Reconciles bank, client and vendor accounts;
- Oversees the flow of cash and financial instruments;
- Prepares information for financial audits;
- Exercises financial delegations as determined by the Board of Directors;
- Provides advice on a broad range of financial issues to the management team;
- Identifies, negotiates and makes recommendations on loans and other financial arrangements;
- Reviews accounts for discrepancies and reconcile differences;
- Prepares adjusting journal entries;
- Establishes tables of accounts and assign entries to proper accounts;
- Ensures bank accounts are properly managed, do not incur excessive fees and that maximum interest is earned where possible;
- Maintains strict confidentiality in relation to client's records and ACES business activities;
- Participates in the ACES Continuous Quality Improvement Program for the provision of a cost effective service;
- Follows organizational systems and procedures;
- Ensures own professional competencies and knowledge are current and in line with accepted standards;
- Participates in staff development and training as requested by ACES;
- Participates in strategic planning, resource allocation, human resources modeling, leadership technique and coordination of people and resources;
- Evaluates financial reporting systems, accounting and collection procedures and investment activities and makes recommendations for changes to procedures, operating systems, budgets and other financial control functions;
- Ensures the currency, accuracy and relevance of procedures and legislation; and
- Explores and evaluates courses of action and implements initiatives to continually improve financial performance.

## **Selection Criteria**

- **Education & Experience:**

- Bachelor's Degree in Accounting, Business Administration, Finance, Economics, Statistics, Mathematics or related field.

Plus: 12 months of experience.

- Employment Status: Permanent / Full time
  - Reports To: General Manager
  - Positions Supervises: N/A
  - Location: Alexandria, VA
- Salary: \$113,880 per year