

Title/Position: General Ledger Accountant

Department: Finance & Administration

Reports to: VP of Admin. & Finance

Major function: Handle entire accounts payable function ensuring timely payment of all SIIA invoices. Assist with General Ledger functions. Other general accounting duties as assigned.

Major Duties and Responsibilities:

- Log all accounts payable invoice as they are received
- Distribute invoices to appropriate staff for approval for payment
- Review coding and backup of invoices, record in accounting system and prepare weekly check run on general account.
- Daily accounting system backup
- Maintain accounts payable files
- Assist with preparation of month-end adjusting entries
- Post accounts payable to general ledger
- Respond to staff and member questions about accounts payable
- Train staff to use chart of accounts
- Prepare accounts payable and cash disbursement reports as necessary
- Prepare monthly DC use tax return
- Prepare manual checks
- Manage petty cash fund
- Monthly analysis of aged accounts payable and reconciliation of GL
- Prepare annual 1099's
- Reconcile employee advances account and collect outstanding amounts
- Maintain written accounts payable procedures
- Prepare credit applications
- Process cash receipts and make depositing in the absence of the other accountant
- Assist with month-end close
- Assist with year-end close
- Other duties as assigned

Minimum requirement: Bachelors degree, with accounting coursework or 4 years equivalent experience

Computer literate, strong accounting system and spreadsheet skills, preferably Excel
Excellent organizational skills with the ability to handle multiple project simultaneously

Dimensions: Supervision. None

Financial Scope: None

PLEASE PROVIDE SALARY REQUIREMENT.

About SIIA: The Software & Information Industry Association is the principal trade association for the software and digital content industry. SIIA provides global services in government relations, business development, corporate education and intellectual property protection to the leading companies that are setting the pace for the digital age