

Job Title: General Ledger Accountant
Department: Corporate Office
Location: Manassas, VA
Classification: Accounting
Hours: 8:30 AM to 5:00 PM Monday through Friday

The Accountant responsibilities are as follows:

- Preparation of the monthly Financial Package to the Board of Directors, which includes and which may not necessarily be limited to, Accrual (GAAP basis) Balance Sheet and Revenue/Expense Statement, Bank Reconciliations, Delinquency and Prepaid Reports, Accounts Payable and Disbursement Reports.
- Reconciliation of bank accounts for each assigned association.
- Prepare and record journal entries.
- Maintenance and reconciliation of accounting records including prepaids, accruals and deferred revenues, which reconcile to the Balance Sheet.
- Reconciliation of reserve cash balances to reserve fund balances and maintenance of reserve schedules to general ledger.
- Analyze and research budget variances for notation in financial packages.
- Communicates with on-site staff, board members, banks, corporate staff and other third party vendors, as needed.

Requirements:

- Bachelor's degree in Accounting or related field, preferred.
- Experience with Microsoft Office, including Word and advanced proficiency in Excel.
- Experience in Tops software preferred.
- Effective English verbal and written communication skills.
- Extremely professional with strong working knowledge of customer service principles and practices.
- Strong attention to detail is a must.
- Ability to favorably represent the Company image to clients.
- Ability to multi-task and meet firm deadlines.