

## **Job Description**

**Job Title:** Accountant

**Report to:** Controller

**Job Category:** Full-time

**Classification:** Exempt

### **Summary of Position**

Reporting to ARRL's Controller, this position will prepare and maintain the organizations accounting records and reports, ensuring they comply and provide financial information and assistance as needed to effectively manage the organizations operations.

This position has growth potential within the organization as part of the department's succession plan.

This is a full-time, on-staff, on-premises job, located in Newington, Connecticut.

### **Major Duties and Responsibilities**

- Compiles and analyzes financial information for the preparation and entry to the general ledger accounts and document business transactions including but not limited to charge card transactions, membership dues, accruals, prepaids, allocations, fixed assets and depreciation.
- Analyze a wide variety of financial information detailing assets, liabilities, and fund balances including preparing trial balance for review by Controller and maintain all required supporting detail and analyses documentation. Analyzing often requires identification and resolution of problems and errors.
- Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records. Ensures proper documentation exists for all financial transactions.
- Prepares financial statements and various other account reports for the organizations management.
- Assists in establishing, modifying, documenting, and coordinating implementation of accounting controls, procedures, and systems for general accounting.
- Accurately and efficiently prepares and files tax reports and other accounting reports to comply with all regulations.
- Receive and provide cross training on of various duties to ensure proper coverage during peak workflow periods.
- Assist with the annual audit by working with outside audit firm and preparing audit schedules.
- Other duties as assigned.

### **Expectations**

- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.

- Efficiently perform all month-end activities, including journal entries, balancing, and producing financial statements and reports within prescribed timeframes.
- Develop and maintain strong, constructive relationships with internal stakeholders and external contractors and vendors.
- Maintain a high degree of organization, time-management, and confidentiality.
- Must possess the ability to troubleshoot and resolve conflict in a timely and accurate manner, while keeping the Controller apprised of key operating issues affecting the department.
- This position serves as primary backup for multiple daily functions including Accounts Payable, Accounts Receivable, Payroll and bank deposits.

## **Knowledge and Skills**

### **Experience:**

- Five to seven years in a publishing production environment.
- Proven ability to manage multiple projects at a time, within budget and meeting all deadlines.
- High degree of organizational skills.
- High degree of resourcefulness, tenacity, and creative problem-solving skills.
- Proficiency with Great Plains a plus.
- Excellent verbal and written communication skills.

**Education:** Bachelor's degree, preferably in accounting.

### **Interpersonal Skills:**

- The ability to be clear, specific, professional, and courteous in spoken and written communication.
- Work normally involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, soliciting cooperation, and negotiating fees and delivery dates. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.
- Requires a solid working knowledge of Generally Accepted Accounting Principles ("GAAP") business principles, practices, and procedures. Must have the ability to perform complex mathematical computations and be proficient with PC and software applications including Excel, Word, Access, and automated accounting packages.

### **Work Environment: Office**

To apply please submit your resume and cover letter to [hr@arrl.org](mailto:hr@arrl.org).