JOIN OUR TEAM AT THE NATIONAL POLICE FOUNDATION!

SENIOR ACCOUNTING MANAGER

WHO WE ARE

The National Police Foundation is a national non-partisan and non-profit organization that has been conducting innovative research on policing for nearly 50 years. The professional staff at the National Police Foundation works closely with policing and other public safety agencies, researchers and policymakers to develop insights, tools and other resources to inform change and policing effectiveness. The National Police Foundation has been on the forefront of policing research and consistently played a role in transforming policing towards a community orientation that is widely embraced today. The National Police Foundation works all over the United States, Latin America and beyond. For additional information on our organization and our work please visit www.policefoundation.org.

WHAT WE ARE LOOKING FOR

The National Police Foundation is looking for a full-time dynamic Senior Accounting Manager who will assist the Director of Finance and Administration with the duties entailed with the day-to-day financial operations of our agency.

DUTIES AND RESPONSIBILITIES

- Ensure maintenance of appropriate internal controls as required under GAAP
- Monthly reconciliations of accounts
- Prepare monthly allocation journal entries from data files for payroll and project expenditures
- Review monthly financial project expenditure reports prepared by accounting staff
- Manage accounts payable and accounts receivable
- Work closely with funders, subcontractors, and staff to ensure accurate and timely billing, and payments
- Review posted expenses are submitted and recorded timely and coded correctly
- Cash flow tracking and reporting
- Review and submit payroll
- Report, record and reconcile investment activities
- State tax filings
- Benefit filings
- Assist with financial and project audits/site visits
- In conjunction with the Director of Finance and Administration, prepare/design budget templates to assist organization staff with grant and project budgets, pre and post award
- In conjunction with the Director of Finance and Administration, ensure financial compliance with federal regulations and foundation guidelines, as applicable
- Other duties as assigned by the Director of Finance and Administration
DESIRED SKILLS AND EXPERIENCE

- Personally committed to advancing the National Police Foundation mission, goals, values, and programs.
- Knowledge and direct experience with accounts payable and receivable and payroll process is required.
- Knowledge and direct experience in matters related to independent financial audits and the development and monitoring of internal controls in an organization is strongly preferred.
- Knowledge of federal grant rules and regulations, specifically 2 CFR Part 200 and grant accounting is a plus, but not required.
- Knowledge of accounting practices related to private foundation grants and contracts from federal, state and municipal governments is encouraged.
- Knowledge or experience in using accounting systems such as QuickBooks Online, JAMIS, Prime ERP or others is a plus.
- A high level of expertise in developing, preparing and modifying complex Microsoft Excel Workbooks is required.
- High degree of accuracy and attention to detail.
- Excellent interpersonal skills, maturity, and the ability to work both independently and in a team setting.
- Efficient, organized work style, and an ability to prioritize quickly and confidently while managing multiple deadlines.

EDUCATION AND EXPERIENCE

- Bachelor’s or Master’s degree in accounting required; CPA license preferred.
- Must have a minimum of 3 years public accounting or 4 years other accounting experience.
- Ability to handle sensitive information and materials.
- Excellent communication skills, both written and oral.
- Proficient in using Microsoft products, especially Excel.

HOW TO APPLY

JOB DETAILS: This is a full-time position that reports to the Director of Finance and Administration. Salary is commensurate with experience and includes a competitive benefits package.

DEADLINE AND APPLICATION INFORMATION: Open until filled. Incomplete applications will not be considered. Must agree to a background investigation and must be authorized to work in the United States.

POSITION LOCATION: The National Police Foundation headquarters in Arlington, VA. Position will be temporarily working remotely until the office reopens.

SUBMISSION INSTRUCTIONS: Interested individuals should apply through the following email:
careers@policefoundation.org

1. Résumé
2. Cover letter
3. Names and contact information for at least three references

The National Police Foundation is an Equal Employment Opportunity Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.