

Opening : Senior Accountant

Location : Herndon, VA (May telecommute from any location in the US)

Requirements : Master's in Accounting or related/equivalent plus 2 years' experience as an Accountant, Financial Analyst or related

Responsibilities : ANALYZE REVENUE AND DEVELOP REVENUE AND EXPENSE FORECAST REPORTS. EXAMINE CURRENT FINANCIAL SYSTEM DESIGN, IDENTIFY INEFFICIENCIES, PRESENT RECOMMENDATIONS TO MANAGEMENT, AND OVERSEE IMPLEMENTATION OF APPROVED SYSTEM CHANGES. DRAFT, REVIEW AND ANALYZE ACCOUNTING RECORDS AND FINANCIAL STATEMENTS/REPORTS TO ENSURE ACCURACY AND COMPLIANCE. ESTABLISH TABLES OF ACCOUNTS AND ASSIGN ENTRIES TO PROPER ACCOUNTS. DEVELOP, IMPLEMENT, MODIFY, AND DOCUMENT RECORDKEEPING AND ACCOUNTING SYSTEMS. DEVELOP AND ANALYZE BUDGETS, PREPARING PERIODIC COST VARIANCE REPORTS. ANALYZE BUSINESS OPERATIONS, TRENDS, INCOME AND LIABILITIES TO PROJECT FUTURE REVENUES AND EXPENSES AND ADVISE AS NECESSARY. PERFORM ROUTINE RISK ANALYSIS INCLUDING ASSESSMENT OF INTERNAL CONTROLS. RECONCILE FINANCIAL DISCREPANCIES BY COLLECTING AND ANALYZING ACCOUNT INFORMATION. MONITOR FEDERAL, STATE AND LOCAL LEGISLATION. EXAMINE EXISTING PROCESSES AND PROCEDURES, ADVISE MANAGEMENT ON NECESSARY UPDATES, AND IMPLEMENT ACCORDINGLY TO ENSURE COMPLIANCE WITH ALL RELATIVE FINANCIAL LEGAL REQUIREMENTS. PREPARE AD HOC REPORTS BY COLLECTING, ANALYZING, AND SUMMARIZING ACCOUNT INFORMATION AND TRENDS. RECONCILE SUB-LEDGER TO GENERAL LEDGER ACCOUNT BALANCES. COORDINATE WITH OTHER TEAMS AND DEPARTMENTS TO GATHER AND COMPILE PAYMENT DATA, CREATE AND ANALYZE REPORTS, AND PRESENT FINDINGS AND FORECASTS TO MANAGEMENT. MONITOR ACCOUNTS RECEIVABLE, PREPARE FINANCIAL REPORTS, AND PRESENT FINDINGS/ISSUES TO MANAGEMENT. PERFORM MONTHLY BALANCE SHEET, INCOME STATEMENT AND CHANGES IN FINANCIAL POSITION/BUDGET VARIANCE ANALYSES. MAINTAIN AND RECONCILE THE FIXED ASSET AND ASSOCIATED DEPRECIATION SCHEDULES; PROVIDE MONTHLY DETAIL TO MANAGEMENT; ENSURE PROPER RECORDING OF NEW PURCHASES AND DISPOSALS. REVIEW MONTHLY CLOSING PROCEDURES PROCESSED BY AP AND

AR ACCOUNTING STAFF. ASSIST IN THE DESIGN AND PREPARATION OF BUDGETS FOR REVIEW BY MANAGEMENT

THIS POSITION IS ELIGIBLE FOR THE INCENTIVES OFFERED UNDER TBIG EMPLOYEE REFERRAL PROGRAM

To apply : Email resumes to Ckozloff_land@tbiedu.com