

PPAI JOB DESCRIPTION

Accountant

Brief Summary of Position

The Accountant under general direction of the Director of Finance, is responsible for generating & delivering timely & accurate account reconciliations and account analysis for PPAI, PPEF & PPDRF (collectively the companies) to help department heads better manage their programs, results, forecasts and other operational metrics.

Performs accounting activities relating to the general ledger, financial statements & management reports utilizing Microsoft Dynamics (MD) Great Plains, MD Management Report Designer & Report Viewer, iMIS, Paylocity, Excel, PowerPoint, Access & other software as needed.

Complete Process of payables (Vendor setup, Invoice input, Check processing) according to due date and/or date of available approval. Provide purchase order numbers in a timely fashion. Produce monthly reconciliation of select fixed asset, prepaid expense, unearned revenue accounts and employee receivables. Research questions about payables in a timely fashion and relay information in a professional manner. Maintain appropriate files related to activities.

Reporting Structure

Title of reporting manager:	Director of Finance and Administration
Department:	Finance

Job Status

FLSA Status (Exempt / Non-Exempt):	Exempt
Compensation (Hourly / Salary):	Salary
Job Status (Full-Time /Part-Time /Temp):	Full Time
Work Location:	Position works from HQ location

Job Discretion

How many people does this position supervise?	-0-
Does this position have disciplinary responsibilities:	No
Does this position have hiring / termination responsibilities:	No
Does this position have evaluation responsibilities:	No

Essential Functions and Primary Duties (Most Important)

1. Prepare general ledger entries, month end accruals and assist in closing the books monthly
2. Prepare detailed analyses (using financial and operational data) of business operations to support internal departments
3. Insure monthly account reconciliations are completed in a timely & accurate fashion
4. Support the year-end close and the annual audits
5. Administer and process the accounts payable function for PPAI, PPEF, PPDRF in Dynamics Great Plains
6. Provide for business continuity by facilitating training & cross-training of other finance functions
7. Assist in the accounting and financial reporting for regional associations managed by PPAI

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Additional Essential Functions or Responsibilities:

1. Strong data analytical skills including high proficiency with MS Excel and Access products
2. Provides hands-on support, willing to perform subordinate tasks as needed
3. Cooperative and helpful spirit.
4. Stays current on accounting and auditing principles and well as useful software products
5. Multi-tasking capability.
6. Ensure Internal Controls are followed, safeguarding of assets

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest & ongoing communication as needed to support success throughout PPAI
2. Meet established deadlines for all projects, reports & communications for all audiences both internally & externally.
3. Provide quality products, reports, communications & projects for all audiences internally & externally.
4. Be fair, consistent, responsive & supportive of leaders, staff, board members, members & vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI & the industry.
6. Be empowered, accountable & responsible for your career success, actions, influence & impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements for the Accountant

School/Certification Authority	Degree/Certification	Major/ Minor
College or University	Bachelor's Degree	Accounting

Experience Requirements

Type of Work	Years of experience	Depth of Experience
Accounting	2+	Proficient
Dynamics Great Plains Accounts Payable	2+	Preferred
QuickBooks Online	2+	Preferred

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's
Account reconciliations	2+	Proficient
Financial and data analysis	2+	Proficient
General Ledger Systems	2+	Preferred
QuickBooks Online Accounting	2+	Preferred
Accounts payable	2+	Preferred
Excel, Word, PowerPoint	4 years	Proficient

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Physical Requirements:

- *Sitting: 75%
- *Standing: 10%
- *Lifting: 5%
- *Pushing/Pulling: 5%
- *Bending/Stooping: 5%
- *Extended work hours, extended weeks (endurance requirement): on occasion

Work Environment:

- *Office environment: 100%
- *Trade show floor or event venues: limited
- *Temperature controlled: 100%

PPAI is an Equal Opportunity Employer
Send resumes to: Apply@ppai.org