

## Job Description

**Title:** Accountant  
**Reports to:** Senior Accountant  
**Status:** Full-time, Exempt

**Date Revised:** 01/25/2023

### Summary

The Accountant is responsible for basic monthly accounting and certain activities in the areas of accounts receivable and accounts payable for the association and its affiliates. The Accountant works closely with the Accounting team to ensure all department goals are met.

### What you'll own

- Collaborate with the Senior Accountant and Director of Finance to support department goals.
- Provide ongoing support and guidance with day-to-day activities for the Accounting Specialists.
- Resolve unusual or nonrecurring deposits, and provide support to the Specialists in recording invoices as needed.
- Record monthly, quarterly, and other recurring invoices for royalties, management fees, and other contracted revenue; maintain schedules, and track collections
- Generate month-end AMS accounting reports and facilitate process with SVS staff to resolve various receivable balances
- Generate, review, and circulate various monthly fundraising reports and support reconciliation process with fundraising staff; support Specialists in recording donations as needed
- Support the reconciliation process between the AMS and accounting systems
- Support continuous growth and additional configuration in the AMS, support the resolution of AMS issues or tickets
- Provide ongoing support to the accounting department and non-accounting staff, especially as it relates to best practices in receivables and payables activities
- Participate in continuous process improvement, including documentation and implementation
- Collaborate with IT Director and other SVS staff related to new activities or improving existing processes
- Review and validate new vendor setup, including 1099 status and contracts.
- Review and post all accounts payable transactions and review all credit card transactions, with emphasis on accuracy and identifying transactions with special accounting treatment; serve as backup to Accounting Specialists in area of accounts payable.
- Complete bank reconciliations monthly and follow-up on all outstanding items.
- Prepare recurring monthly accounting workpapers and schedules based on established procedures and timelines.
- Perform monthly accounting procedures and prepare monthly financial statements for managed entities (APDVS, SVN, DVVS).
- Monitor accounting inbox and respond to inquiries; oversee coordination and completion of all requests.
- Assist with financial reporting, analysis, and GAAP compliance for SVS and Affiliates.
- Participate in budgeting, forecasting, and variance analysis; provide support to SVS Staff in this area.

## Job Description

- Provide support for annual audit and tax compliance; prepare all 1099 and 990 materials.
- Provide support for special projects.
- Other duties as assigned.

### What you'll bring to the job

- Bachelor's or associate degree in Accounting or Business preferred.
- At least three (3) years of experience in an accounting role, including accounts payable/receivable and monthly accounting tasks.
- Strong analytical, organizational, and problem-solving skills
- Detail-oriented, focused, and professional
- Ability to follow established processes and meet deadlines.
- Highly motivated, results-oriented, and able to prioritize efforts to use limited resources efficiently
- Demonstrated skills to apply effective oral, electronic, and written communication methods with colleagues and volunteers.
- Ability to work effectively with all multi-disciplinary team members, both internal and external.
- Proficiency in Microsoft Office, specifically in Outlook, Word, PowerPoint and Excel required; ability to learn new technology and work in multiple systems, as needed.

### Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional evening and/or weekend work may be required based on business needs. Hybrid work environment is available.

### Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

### About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,000 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit [www.vascular.org](http://www.vascular.org).

The Society for Vascular Surgery is an Equal Opportunity Employer.