

Job Description

Title: Senior Accountant
Reports to: Director of Finance
Status: Full-time, Exempt

Summary

The Senior Accountant is responsible for accounts receivable, accounts payable, monthly accounting and financial reporting, and special projects for SVS and its Affiliates. The Senior Accountant works closely with the Director of Finance to assure all department goals are met.

What you'll bring to the job:

- Bachelor's Degree in Accounting
- 2-5 Years of experience in related accounting role
- Strong analytical, organizational, and problem-solving skills
- Detail-oriented, focused, and professional
- Ability to learn new technology with ease and work in multiple systems simultaneously
- 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 as required

What you'll own:

- Collaborate with Director of Finance to support Department goals
- Supervise the Accounting Coordinator, providing ongoing support and guidance, and reviewing all work regularly
- Lead continuous process improvement, including documentation and implementation
- Manage accounts payable, including the review and posting of all transactions, printing checks, importing credit card transactions, and other activities required to effectively oversee payables activities
- Oversee all accounting activity in the AMS and manage integration between the AMS and accounting system, and reconciling activity between systems
- Managing continuous growth and additional configuration in the AMS, and maintain related mapping tables for the accounting system
- Collaborate with IT Director and other SVS staff related to new activities or improving existing processes
- Complete all bank reconciliations monthly
- Prepare or review all monthly accounting workpapers and schedules, including: accounts receivable, investments, fixed assets, prepaid expenses, development costs, intercompany accounts, deferred revenue, and restricted net assets
- Prepare monthly financial statements according to GAAP
- Prepare management-use reports as needed
- Provide support for budgeting, forecasting, and variance analysis
- Provide support for annual audit and tax compliance
- Other duties as assigned or required

Job Description

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional telecommuting is allowed.

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.

To apply, please submit your resume to HRResumes@vascularsociety.org.

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.

The Society for Vascular Surgery is an Equal Opportunity Employer.