

Staff Accountant (specialist level 1 or 2)

The Foundation for Advanced Education in the Sciences, Inc. (FAES), is an entrepreneurial nonprofit organization, located at the National Institutes of Health in Bethesda, Maryland, which conducts advanced educational programs and activities to promote the productivity and attractiveness of professional life on the NIH campuses. FAES programs complement the work of NIH in accomplishing its mission of research and training in the biomedical sciences and FAES seeks to continue to create and sustain cutting-edge programming in all operational areas.

Overview: The Staff Accountant works under the supervision of the Assistant Controller. This position is responsible for recording, processing, and reconciling Accounts Receivable (AR) and Accounts Payable (AP).

Duties & Responsibilities:

Accounts Receivable

- Maintain customer file and respond to customer inquiries.
- Prepare accounts receivable invoices monthly and as needed based on requests from various departments.
- Prepare and process cash receipts data entry, including daily lockbox and wire/ACH.
- Prepare and reconcile AR aging reports on a regular basis, following up with the appropriate department and performing collection outreach to customers as needed.
- Receive and process cash and check receipts for deposit, forwarding to the lockbox or depositing into the bank as appropriate.
- Tracking of all event and rental deposits & revenue.
- Assist in the month-end close by reconciling the sub-ledger, AR aging reports, and the general ledger.
- Reconcile and resolve any accounting discrepancies related to AR accounts and related revenue accounts.

Accounts Payable

- Maintain vendor records, ensure all vendor documents (e.g. W8/W9) are collected and saved, and respond to all vendor inquiries.
- Perform the processing and recording of accounts payable transactions and ensure that all invoices, check requests, and reimbursement requests are coded accurately and paid timely in accordance with FAES policies and procedures.
- Review all invoices and expense requests for appropriate documentation and approval prior to payment.
- Process weekly check run.
- Upload credit card transactions and ensuring proper coding and accuracy.
- Assist in the month-end close by reconciling the sub-ledger, AP aging reports, and the general ledger.

General

- Prepare journal entries as needed.
- Assist and support the external audit as needed.
- Solve problems and enforce accounting policies.
- Other duties as assigned.

Qualifications:

- High School Diploma required, College Degree preferred.
- 1-2 years relevant full-time experience in accounts receivable/payable processing required.
- Working knowledge of general acceptable accounting principles (GAAP) required.
- Working knowledge of Microsoft Office Suite with strong Excel skills required.
- Must have a clean financial history and ability to pass a background check.

Skills:

- Credible, ethical, honest, and confidential.
- Strong analytical ability, problem solving skills and attention to detail.
- Good interpersonal skills and ability to function in a team environment.
- Excellent organizational skills and ability to prioritize workload to meet multiple deadlines.
- Customer service orientation with strong verbal and written communication skills (English language).
- Dedicated work ethic.
- Comfortable with technology and change.