

Senior Accountant

About the National Association of Broadcasters:

The National Association of Broadcasters is the voice for the nation's radio and television broadcasters. As the premier trade association for broadcasters, NAB advances the interests of our members in federal government, industry and public affairs; improves the quality and profitability of broadcasting; encourages content and technology innovation; and spotlights the important and unique ways stations serve their communities. NAB delivers value to our members through advocacy, education and innovation.

Position Summary:

This position is responsible for helping shape NAB's legal and policy positions and legal filings on issues related to radio and television copyright and intellectual property matters affecting the broadcasting industry, assisting with NAB's corporate intellectual property, privacy and trademark matters and performing general legal work as assigned and based on the Organization's needs.

Essential Functions:

Act as a primary advisor to assigned departments on proper recording of financial transactions and finance team processes

Support the budgeting and forecasting cycles by collaborating with assigned departments and assisting in the overall process

Prepare monthly journal entries as needed, including monthly adjusting entries, accruals, and other recurring transactions

Contribute to the monthly general ledger close and reporting process

Perform analysis of monthly balance sheet and statement of activities to ensure proper recording of financial transactions

Support the audit process by preparing PBC assigned items, schedules, and respond to audit inquiries in a timely manner

Produce ad-hoc financial reports from the General Ledger

Assist with ensuring compliance with finance policies and procedures

Ensure membership billing, cash application, billing adjustments, and monthly close responsibilities are completed timely and accurately

Seek opportunities to streamline and improve accounting systems and transactions

Develop and document business processes and accounting policies to maintain and strengthen internal controls

Contribute to implementation of additional accounting modules and add on/new financials systems (automation/ERP)

Lead special projects as assigned

Internal and External Relations:

Internal: Effectively communicates and works with others in the Finance department and various other departments throughout the organization

Requirements and Qualifications:

Undergraduate degree in Accounting

3-5 years of experience in non-profit finance and accounting, preferably a large trade association

Big-4 experience a plus

CPA (active or in progress) a plus

Strong understanding and application of US GAAP

Strong oral and written interpersonal skills

Expert Microsoft Excel skills.

Experience with Salesforce Nimble, Sage Intacct, Bill.com, or Adaptive a plus.

Ability to make decisions, appear for work on time, follow directions, interact well with co-workers, understand and follow posted work rules/procedures

Be able to meet established deadlines

Ability to work independently in a highly organized manner and demonstrate sound judgement

Organization, attention to detail and the ability to analyze data

NAB is an equal opportunity employer. NAB strictly prohibits all forms of unlawful discrimination and/or harassment, including discrimination and/or harassment of employees or job applicants on the basis of a legally protected status or condition