

American Podiatric Medical Association (APMA) is searching for an Accountant who is looking to expand their career! The Accountant assists in the day-to-day organizational activities that are important to the smooth operations of the Finance department and ultimately, to the association. For the right candidate, this role offers growth potential and upward mobility! This position is a combination of in-office and remote work. (Location: Bethesda, MD)

Position will be responsible for the following:

1. Process APMA cash receipts, open daily mail to secure cash receipts, record and maintain daily check log, prepare the cash deposits via remote deposit program, provide reconciled cash receipts package to the accountant for entry into association management system (iMIS).

2. Full-service accountant for related entities: Complete daily and monthly accounting/reconciliation process for APMA Educational Foundation, APMAPAC/POP.

3. Assist the Controller with bank and investment account monthly reconciliations.

4. Audit liaison: work with the controller and external auditors to ensure timely fulfillment of audit requests.

5. Assist in the preparation of APMA's and Educational Foundation Form 990s.

6. Provide analysis of the Educational Foundation, APMAPAC and POP performance to the Controller and Deputy Executive Director on a quarterly basis.

7. Assist with administrative activities, including filing, record-keeping, and ordering office supplies.

1. Bachelors degree in Accounting

2. Minimum of two years experience as a full cycle accountant
3. Attention to detail and strong analytical skills
4. Strong knowledge of MS Excel is a plus
5. Experience with MS Dynamics SL is a plus
6. Good understanding of accounting rules and procedures, including US GAAP

About APMA: founded in 1912, APMA is the national member organization for podiatrists. APMA is located in Bethesda, MD, and has more than 12,000 members across the US and Puerto Rico. APMA is a family-friendly, team-oriented organization. We offer a competitive salary, 401(k) plan with employer match, paid leave, health/vision insurance, flexible work arrangements, and more! We are a business-casual work environment. APMA is an equal opportunity employer committed to creating an inclusive environment for all employees.

Apply Here: <https://www.click2apply.net/AKP7oyhNPpxDDiW82CVN4x>

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