Corporate Accountant
Arlington, VA

The Corporate Accountant supports the Finance & Accounting department including accounts receivable and accounts payable processing as needed, processing of vendor invoices and cash disbursements, company-wide vendor database maintenance. The position reports to the Controller, works closely with the Company’s accounting staff, administrative assistants, facilities management, IT and outside vendors.

Responsibilities:

- Recording of all corporate transactions through the monthly closing process
- Accounts payable
- Accounts receivable
- Cash receipts and disbursements
- Grants and loan management
- Payroll processing
- Journal entries and maintaining subsidiary ledgers are the primary functions
- Other related duties

Minimum requirements:

- College degree in Accounting
- Experience in a not-for-profit accounting department may be substituted for some education
- 5+ yrs of progressively responsible experience
- Experience in nonprofit accounting and grants management
- Proven ability to manage multiple projects and meet deadlines
- Ability to create financial reports as needed
- Proficiency with MS Office, spreadsheet applications are required
- Experience with Abila Fund accounting software is a plus

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