



# HUMAN RIGHTS CAMPAIGN

WORKING FOR LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER EQUAL RIGHTS

<b>Position Description:</b>	<b>Staff Accountant</b>
<b>Reporting Line:</b>	<b>Accounting Supervisor</b>
<b>Department:</b>	<b>Finance</b>
<b>Location:</b>	<b>HRC Headquarters, Washington, DC</b>
<b>Staff Tier Level:</b>	<b>Program Staff</b>
<b>Service Employees Int'l Union:</b>	<b>Covered</b>
<b>Classification:</b>	<b>Non-exempt</b>

## Position Summary:

Under the direction of the Accounting Supervisor, the Staff Accountant is responsible for the expense accounting of the Human Rights Campaign (HRC) and the Human Rights Campaign Foundation (HRCF). In addition to managing accounts payable and employee travel & expense, the Staff Accountant is responsible for ensuring all transactions are processed in accordance with GAAP and organizational policies.

## Accounts Payable:

- Review weekly check requests, expense reimbursements and purchase orders for proper documentation, accurate coding, proper sales & use tax application, and necessary approvals. Process payments according to vendor payment terms and Finance department guidelines.
- Process manual check entries, wire transfers, voided checks and credit memos on a timely basis. Prepare accounts payable-related journal entries. Perform weekly review of Aged Accounts Payable report and update Purchase Journal. Resolve issues and record needed accruals.
- Manage paper and electronic record retention system for accurate, timely and easily accessible files, ensuring compliance with HRC procedures for maintaining necessary source documentation.
- Reconcile Accounts Payable subsidiary system to the General Ledger, Prepaid Expenses and other General Ledger accounts, as assigned.
- Provide excellent customer service including prompt response to phone or email inquiries for both internal staff inquiries and external vendor requests.
- Create and prepare Request for Credit Reports and other internal and external reports as requested.
- Communicate issues and expense posting discrepancies or problems to Accounting Supervisor. Follow up on outstanding issues until resolution.
- Ensure all monthly centrally billed invoices and building-related expenses are processed timely.
- Prepare year-end IRS Form 1099-MISC mailings and electronic filings.
- Record recurring monthly journal entries and other accounts payment adjustments, as needed.
- Assist in annual audit; prepare audit work papers and schedules.
- Recommend methods to streamline and improve value, accuracy and timeliness of Accounts Payable and reporting.
- Assist in the development of Accounts Payable policies and procedures and training

materials and assist in ongoing documentation of Finance policies and procedures, as needed.

- Related tasks, as assigned.

### **Travel & Expense**

- Review corporate credit card program travel and expense transactions, including reviewing all supporting documentation and data entry, coordinating payment process, and resolving discrepancies and following up on missing receipts, reports and approvals.
- Follow up on final corporate credit card and expense reports for employees off-boarding.
- Customer service and issue resolution – Respond in a timely and highly professional manner to high-volume questions/issues regarding Travel & Expense Policy, Credit Card program and Electronic Expense Reporting System.
- Provide training and assist new and existing staff on features and functions of the Concur Travel and Expense system, promoting a positive experience.
- Ensure compliance with HRC's travel and expense policy, approval process and terms of payment.
- Other duties as assigned.

### **Position Qualifications:**

- Bachelor's degree in Accounting or related field and working knowledge of GAAP are strongly preferred. Two to four years of relevant work experience in a nonprofit is preferred.
- Experience with Accounting ERP Systems such as Microsoft Dynamics NAV and Expense Management Software such as Concur experience is preferred.
- Strong skills with Microsoft Office applications (Word, Excel, PowerPoint and Outlook), Google Apps (Gmail, Google Docs and Drive).

Must demonstrate the following competencies:

- Customer service— manages difficult client/customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments and follows up on obtaining reports and documentation from staff. Communicates effectively and professionally with vendors and members of own and other departments within the organization.
- Teamwork—must be able to work independently and be team-oriented and willing to assist fellow Finance staff during peak times.
- Problem solving—shows initiative and identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and follows through on issues to resolution.
- Confidentiality—able to maintain confidentiality and discretion.
- Planning/organizing—prioritizes and plans work activities and uses time efficiently.
- Quality control—detail-oriented and demonstrates accuracy and thoroughness, monitors own work to ensure quality, applies feedback to improve performance and is well-organized.
- Quantity—meets productivity standards and completes work in a timely manner to meet weekly and monthly deadlines. Must have an understanding of proper

- accounting controls.
- Dependability—consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance. Overtime at peak times is required.
  - Adaptability—highly motivated and adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
  - Flexibility with work schedule--this position requires evening and weekend work during peak periods
  - Personal interest in and commitment to LGBTQ rights.

*All positions at the Human Rights Campaign may require travel on a regular basis or periodically. Where the need arises for business travel, appropriate compensation as outlined by the Fair Labor Standards Act will apply.*

**Tier Description:**

*The HRC Staff Tier Structure is available on the HRC Staff Intranet.*