Position Title: Junior Accountant
Department: Finance & Administration
Reports To: Senior Staff Accountant
Supervises: Non-Applicable
FLSA Status: Non-Exempt
Effective Date: August 24, 2023

General Description:
Responsible for the general integrity of AASLD and AASLD Foundation accounts payable data including the accurate recording of vendor payments into accounting system. The Junior Accountant is responsible for maintaining assigned general ledger accounting schedules for month-end, quarterly and year-end. The position supports the advancement of AASLD's growth and mission investment via optimization of its financial assets. This position reports to the Senior Staff Accountant.

Key Responsibilities:

- Perform AASLD and AASLD Foundation full cycle accounts payable activity in account payable system with accuracy including reviewing invoices and expense reports for appropriate documentation and management authorization.
- Create AASLD and AASLD Foundation new vendor records.
- Review and process expenses in Nexonia expense reimbursement software.
- Maintain AASLD and AASLD Foundation accounts payable and vendors files.
- Verify the integrity of general ledger account codes for AASLD and AASLD Foundation accounts payable vouchers.
- Review and maintain executed contracts for AASLD and AASLD Foundation
- Participate in weekly payment review discussions with Assistant Controller and Senior Staff Accountant
- Responsible for accurately maintaining and filing completed vendor W-9 forms.
- Research and resolve vendor payment inquiries as requested.
- Prepare, reconcile, and process Form 1099/1096 annual filing.
- Train staff (as needed) to properly use account payable software (Bill.com & Nexonia)
- Prepare and support by assisting with monthly credit card documentation for CEO and VP of Finance

Finance/Accounting Support:
- Prepare AASLD & AASLD Foundation journal entries for assigned general ledger accounts
- Assist in preparation of AASLD and AASLD Foundation year-end audit and income tax returns
- Maintain and update AASLD & AASLD Foundation travel expense reports as necessary.
- Reconcile assigned general ledger schedules monthly

General Administration:

Other duties as assigned.

Supervisory Responsibility
- Non-applicable
Education and Experience

• Minimum associate degree in accounting preferred
• The job requires 1-3 years of experience in a similar role.
• Requires knowledge of general accounting policies, practices, and procedures.

Skills Needed in Position

• Knowledge of generally accepted accounting principles ("GAAP")
• Experience with Sage Intacct, Bill.com and Nexonia or another automated accounting system a plus
• Excellent organizational, analytical, and problem-solving skills.
• Ability to multi-task, work under pressure and meet required deadlines.
• Strong organizational with a high attention to detail
• Excellent written and verbal communication skills
• Excellent time management skills and the ability to prioritize work.
• Energetic, self-motivated, highly organized team player with excellent customer service skills
• Strong computer skills required; proficiency using Microsoft Office Suite (Word, Excel, Outlook)
• Communication skills: Skill in clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others. Commitment to keeping stakeholders informed.
• Planning and organizing skills: Skill in determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively.
• Customer service skills: Skill in providing the highest quality products and services that meet or exceed the needs and requirements of internal and external customers.
• Interpersonal skills and emotional intelligence: Skill in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, the media, other organizations, funders etc.)

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD and AASLD Foundation.