

AMERICANS FOR PROSPERITY FOUNDATION™

2111 Wilson Boulevard, Suite 350 • Arlington, VA 22201 • 703.224.3200 • Fax: 703.224.3201

POSITION DESCRIPTION

Position Title:	Staff Accountant	Department:	Finance
Reports To:	Controller	FLSA Status:	Non-exempt
Location:	National Office, Arlington, VA	Date Revised:	January 3, 2012

SUMMARY:

The staff accountant will assist in the day-to-day operations of the finance department including; accounts payable, donation processing and finance file maintenance under the supervision of the Controller. Additional daily responsibilities will include expense report processing and vendor relations. The ideal candidate will have a strong attention to detail, excellent time management skills and show the ability to work independently while managing multiple tasks and projects. The ideal candidate will have 1-2 years of accounting and financial experience, preferably in a non-profit environment.

ESSENTIAL RESPONSIBILITIES:

- Manage the accounts payable process by entering invoices to be paid, printing checks, and matching checks to invoices.
- Manage the travel and expense reporting process for the finance department for employees and contractors.
- Maintenance and creation of all finance files including vendor and contract files.
- Maintain file of state and national lease schedules and process monthly payments
- Assist finance department with monthly account reconciliations, month end closing process and annual financial audit.
- Open and process invoices received in the mail, distribute for approval to managers, and track open invoices.
- Perform other tasks and special projects to assist the CFO and finance department as needed.

POSITION REQUIREMENTS:

- College degree in accounting/finance is preferred
- Past bookkeeping and/or accounting experience is preferred
- Strong attention to detail and excellent problem solving and organizational skills
- Proficient in Microsoft Word, Excel and Blackbaud Financial Edge is preferred

- Excellent time management and ability to prioritize in a fast-paced, deadline-driven environment
 - Willingness and desire to work independently, as well as collaboratively, and to take on additional responsibilities
 - Integrity, humility, and an entrepreneurial attitude
 - A positive attitude and an earnest interest in providing good customer service to our members, partners and state chapters
 - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
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GENERAL:

Americans for Prosperity Foundation (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

TO APPLY:

Please submit a cover letter, resume and salary history/requirements to: Andrea McCarthy at hr@afphq.org with the position title in the subject line. AFPF is an equal opportunity employer. No phone calls please.