Date Posted: June 24, 2022

Organization: The U.S. Sportsmen’s Alliance & Foundation

Job Title: Staff Accountant

Organization Description: The Sportsmen’s Alliance and its Foundation are national non-profit organizations founded to protect hunting, fishing, trapping and scientific wildlife management in the state legislatures, the courts, Congress and at the ballot box. The Alliance, a 501c4 organization, provides direct and grassroots lobbying at both the state and federal level, as well as ballot issue coalition management. The Foundation, a 501c3 organization, performs research, legal defense, and public education.

Position Summary: The Sportsmen’s Alliance Foundation is seeking a Staff Accountant to support both the Sportsmen’s Alliance Foundation and the Sportsmen’s Alliance. Reporting to the Chief Financial Officer, this position is integral in coordinating activities of the Finance & Operations team. He/she will also assist the CFO with administrative, financial, IT, and risk management tasks for the organizations to include preparing accurate internal/external financial reports. The Staff Accountant must be an energetic and a team-first individual with a desire to learn and grow within finance and accounting, eager to support every aspect of our mission and operations.

Core Responsibilities:

- Review Accounts Payable and payment requests on a recurring basis, review general ledger to ensure consistency and accuracy of coding and proper authorization.
- Review cash receipt activity and ledger coding for accuracy and consistency, process deposits and post cash receipts when needed and during peak periods.
- Prepares journal entries for assigned areas of responsibilities, maintaining current summaries and reconciliations.
- Maintain status, accuracy and required reconciliations relative to prepaids, deferrals and accrued costs.
- Assist CFO in managing and updating the various cost allocation tables for the operating entities.
- Maintain fixed asset workbook; prepare and submit required journal entries. Report stats as needed.
- Assist operations team to ensure all prize withholding and tax-related tasks are accomplished in accordance with state and federal requirements. Prepare and submit filings and deposits as required by the IRS.
- Prepare and issue annual 1099’s and W-2G’s to required vendors and parties.
- Assist with preparation, review and presentation of monthly financial reports.
- Provide support in budget preparation and cash flow projections.
- Assist with external audits, 990 tax filing and year-end 1099 processing.
- Develop a deep understanding of expense and credit card processing systems and manage strict compliance by cardholders of required submission and approval of all transactions.
• Ensure standards and requirements are met through quality control.
• Maintain proper accounting department backup documentation and files.
• Other administrative and office duties as assigned.

Qualifications:

Education: Bachelor's degree in Accounting or Finance or relevant experience in non-profits is desired.

Experience: 2 - 4 years of progressively responsible experience as a staff accountant, accounts receivable or payables manager. Above average verbal and written communication skills. A passion for outdoor sports would be a benefit.

• High level of proficiency with Excel and MS Office 365 is a must.
• Experience with Blackbaud systems such as Raisers Edge and Financial Edge is a plus.
• Experience in federal and private grants financial management and budgeting a plus.
• Excellent judgment and creative problem-solving skills.
• Exceptional time management skills and the ability to juggle and manage several deadlines and turn around quick deliverables are expected.
• Self-starter, with a track record for translating strategic thinking into action plans and output.
• Energetic, flexible, collaborative, results oriented and proactive; a team player who can positively and productively impact both strategic and tactical finance, and administration initiatives.
• Excellent written, oral, interpersonal and presentation skills

Skills and Abilities:

• An entrepreneurial and self-management personality along with a desire to win and help advance a growing organization in an exciting and fast-paced environment is necessary.
• Ability to work strategically and collaboratively across the organization.
• Ability to relate well and work effectively with multiple constituencies and audiences.
• A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation.

Travel: Requires minimal travel (5%-15%) for evening or weekend meetings and events within the United States.

Salary & Benefits: Salary commensurate with experience and includes a generous benefits package.

Contact Information: Interested candidates should submit a cover letter, resume, salary requirements and references to: Jeff Nations, Sportsmen’s Alliance Foundation, 801 Kingsmill Pkwy, Columbus, Ohio 43229 or via email at jnations@sportsmensalliance.org.