

PPAI Job Description

Accounting Sr. Analyst

Summary of Position

The Accounting Sr. Analyst under general direction of the Director of Finance, is responsible for generating & delivering timely & accurate financial statements, budgets/forecasts & financial analysis for PPAI, PPEF & PPDRF (collectively the companies).

Identifies and prepares useful data analyses to help department heads better manage their programs, results, forecasts and other operational metrics.

The Accounting Sr. Analyst performs accounting activities relating to the general ledger, financial statements & management reports utilizing Microsoft Dynamics (MD) Great Plains, MD Management Report Designer & Report Viewer, Imis, Paylocity, Excel, PowerPoint, Access & other software as needed.

Supervises & reviews the work activities of accounting staff, also responsible for Payroll production & Fixed Assets Tracking & Depreciation/Amortization activities & the resulting journal entries,

Oversees Accounts Receivable to insure all cash, check & credit card funds are properly deposited & recorded, as well as monthly Merchant Services Credit Card statements reconciled.

Oversees Accounts Payable & insures all disbursements are properly approved. Manage the Chase Smart Data Purchase Card program administration

Responsible for Investment Activity tracking & proper reporting

Responsible for all reconciliations of Bank Statements & Balance Sheet accounts on a monthly basis to insure proper close of all monthly and annual books.

Proactively establishes and maintains a working relationship with Directors, Auditors & Tax Management to facilitate excellence in Accounting and Financial analyses.

Assists Director with all audit activities & preparation of 990 annual filings.

Reporting Structure

Title of Reporting Manager: **Director of Finance**

Department: **Finance / Accounting**

Job Status

FLSA Status : **Exempt**

Compensation: **Salary**

Job Status: **Full Time**

Daily Schedule: **8:30 am - 5:00 pm**

Work Location: **PPAI Office Irving TX**

Job Discretion

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Accounting Sr. Analyst

How many people does this person supervise: **2**

Does this person have disciplinary responsibilities: **Yes**

Does this person have hiring/termination responsibilities: **Yes**

Does this person have evaluation responsibilities: **Yes**

Essential Functions & Key Responsibilities (6-10 MOST important responsibilities)

- 1) Prepare & review general ledger entries, month end accruals, close the books monthly & generate monthly financial statements & balance sheets.
- 2) Prepare detailed analyses (using financial and operational data) of business operations to support internal departments
- 3) Conduct detailed analyses and reconciliation of company investments
- 4) Insure monthly account reconciliations are completed in a timely & accurate fashion.
- 5) Supervise Accounts Receivable, Accounts Payable and Payroll processes
- 6) Provide for business continuity by facilitating training & cross-training of subordinate staff
- 7) Support the year-end close and coordinate the annual audits

Other-Essential Functions or Responsibilities:

- 1) Strong data analytical skills including high proficiency with MS Excel and Access products
- 2) Provides hands-on support, willing to perform subordinate tasks as needed
- 3) Cooperative and helpful spirit.
- 4) Stays current on accounting and auditing principles and well as useful software products
- 5) Multi-tasking capability.
- 6) Insure Internal Controls are followed, safeguarding of assets

Association Wide Responsibilities & Values (expectations of everyone)

- 1) Provide honest & ongoing communication as needed to support success throughout the Companies
- 2) Meet established deadlines for all projects, reports & communications for all audiences both internally & externally.
- 3) Provide high-quality products, reports, communications and projects for all audiences internally & externally.
- 4) Be fair, consistent, responsive & supportive of manager, leaders, staff, board members, PPAI members & vendors
- 5) Help companies and departments to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
- 6) Be empowered, accountable & responsible for your career success, actions, influence & impact upon the organization as a whole.
- 7) Foster cultural values, mission & overall organizational guidelines of PP&P

Education Requirements

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School:

College or University
(120 Hours/4 Year)

Degree:

BS Accounting

Major:

Accounting

Experience Requirements

Type of Work:

Accounting

Years:

10 Years

Depth of Experience:

Manager/Supervisor

Knowledge, Skills & Abilities

KSA's:

Microsoft Excel, Access, Word and PowerPoint
Month End & Annual Close
Reconciliations
Financial and data analysis
Online Banking & Vendor Payments
Microsoft Dynamics GP 2016 - or comparable
Microsoft Management Reporter - or comparable
Microsoft Forecaster - or comparable
Online Purchase Card Management

Years Experience:

10 Years - Expert
5 - 10 Years - Expert
5 - 10 Years - Expert
5 - 10 Years - Expert
5 Years - Proficient
5 Years - Proficient
5 Years - Proficient
Familiarity

Physical Requirements:

Sitting: 75%
Standing: 10%
Lifting: 5%
Pushing/Pulling: 5%
Bending/Stooping: 5%
Extended work hours: As needed or required

Work Environment:

Office environment: 100%
Trade show floor or event venues: limited
Temperature controlled: 100%

[Submit resumes to: Apply@ppai.org](mailto:Apply@ppai.org)

PPAI is an Equal Opportunity Employer (EOE)