



## JOB DESCRIPTION

**Position:** Senior Accountant

**Classification:** Exempt

**Reports to:** Director of Finance

**Location:** Hybrid in Roseville, MN or remote in the following states only: California, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Jersey, North Dakota, Pennsylvania, Tennessee, Texas, and Wisconsin. Minnesota or Wisconsin working locations highly preferred.

**Salary:** Pending Experience

**Last Updated:** February 2023

### **Job Summary**

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. Our team provides a highly responsive environment, with high expectations for meeting both strategic and operational tasks of our clients including society communications, membership and committee support, website and social media management, marketing and project support, support of meetings, and other general administration. At GMP you will experience a fun, team-focused work environment while utilizing and growing your skills and talents. We also offer a flexible work environment where you can work at home or in the office.

The Senior Accountant will manage an identified set of accounting activities to perform on behalf of Global Management Partners (GMP) clients and ensure compliance with generally accepted accounting principles, corporate policies, and external audits in all areas of performance. This role reports to and work closely with the GMP Partners and others in the organization in analysis and reconciliation of accounts and in development and implementation of accounting policies, procedures, and controls.

### **General Responsibilities:**

- Manage the preparation of reports in support of financial statements that can be used by the Executive Directors for reporting to their Boards
- Ensure that all clients have adequate cash available for their ongoing financials needs and work with investment companies and banks
- Responsible for the oversight and preparation of client 990's, audits and 1099's and preparation of reports in support of the financial statements
- Participate in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes
- Continued focus on improving system efficiencies and business practices
- Participate in strategic financial projects including upgrades/implementation of accounting software
- Ensure compliance with internal control policies

- Collaborate with external auditors to ensure successful audit results and compliance
- Analyze the effect of statutory accounting practices and studies regulations and guidance to ensure correct application of Generally Accepted Accounting Principles
- Make recommendations for changes as needed and ensure that company policies and procedures are followed and establishes the proper techniques to discover and prevent fraud
- Prepare detailed journal entries and account analyses
- Assist with compilation of information for preparation of tax returns
- Work with Audit, Tax and Treasury Manager to ensure overall coordination of all financial accounting activities through annual report
- Prepare summary feedback of financial statements variances to budget
- Actively review and advise on financial/accounting processes
- Identify, prepare, and implement educational training on financial issues to all client teams
- Coordinate training sessions for client team members
- Process Accounts Payable and Receivable

### **Desired Qualifications**

- Minimum 2 years of operational and technical accounting experience
- CPA certification preferred
- Proven experience proactively to driving results and process improvements
- Self-starter, goal-oriented with a high level of integrity
- Ability to work in a fast-paced, team-oriented, collaborative environment
- Ability to maintain 100% accuracy
- Analytical, with a strong attention to detail
- Highly organized and possesses timeliness in work completed
- Multitasking skills
- Verbal and written communication skills
- Team player
- Effective leadership and interpersonal skills
- Collaboration skills
- Strong Microsoft Excel knowledge
- Ability to research problems to find a solution

**Estimated Travel:** Little to no travel required for this position

### **About Us**

Global Management Partners (GMP) is a full-service association management company (AMC) located in Roseville, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

**GMP's Mission:** To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

**GMP's Vision:** To make a positive impact globally by sharing our expertise, skills and resources with our partners.

**GMP's Core Values:** Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

**GMP's Position Statement on Diversity:** Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at [www.gmpartners.org](http://www.gmpartners.org) for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

**How to Apply**

Email resume and cover letter with salary requirements to Amber Taie, [ataie@gmpartners.org](mailto:ataie@gmpartners.org). No phone calls please.