Job Title: Accountant

Location: Arlington, VA

Organization: American Feed Industry Association

About Us: The American Feed Industry Association (AFIA) is a 501(c)6 non-profit representing the business, legislative, and regulatory interests of the U.S. animal food industry and its suppliers. We are dedicated to supporting the growth and sustainability of the industry through various initiatives and programs.

Position Overview: We are seeking a dedicated and detail-oriented accountant with 3-5 years of experience to join our finance team. The successful candidate will work closely with the Chief Financial Officer (CFO) to support AFIA, the Institute for Feed Education and Research (IFEEDER), the Food and Agriculture Export Alliance (FAEA), and Global Feed LCA Institute (GFLI), ensuring efficient financial operations. This role will involve processing accounts receivable and accounts payable management, cash receipt posting, general ledger reconciliations, journal entry creation, and other tasks.

Key Responsibilities:

- Assist the CFO in daily accounting operations and financial management.
- Manage member dues and invoices, ensuring proper documentation and prompt processing.
- Reconcile A/R subledger to general ledger.
- Reconcile multiple bank accounts.
- Verify coding and reconcile corporate AMEX card.
- Process monthly expenses and invoices for subtenant.
- Support financial activities and reporting for AFIA, IFEEDER, FAEA and GFLI.
- Utilize QuickBooks to maintain accurate and up-to-date financial records.
- Assist in preparing financial statements, budgets and forecasts.
- Conduct regular reconciliations of accounts to ensure accuracy and compliance.
- Reconcile the income and expense transactions for multiple events to create profit and loss analysis for each event.
- Provide support during audits and tax preparation.
• Collaborate with other departments to ensure seamless financial operations.
• Perform monthly mark to market reconciliation and journal entry for multiple investment accounts.
• Perform other accounting and administrative tasks as assigned by the CFO.

Qualifications:
• Bachelor’s degree in accounting.
• 3-5 years of relevant accounting experience.
• Proficiency in QuickBooks and Microsoft Office Suite (Excel, Word, PowerPoint).
• Strong attention to detail and excellent organizational skills.
• Ability to work independently and as part of a team.
• Excellent communication and interpersonal skills.
• Knowledge of accounting principles and practices.
• Experience in the non-profit sector is a plus.

Benefits:
• Competitive salary DOE
• Comprehensive benefits package (health, dental, vision, retirement plans)
• Paid time off and holidays
• Professional development opportunities
• Collaborative and supportive work environment
• Hybrid work schedule; based in Arlington, Va.

Application Process: Interested candidates are invited to submit their resume and an email cover letter detailing their qualifications and experience to afia@afia.org. Candidates must include "Accountant Application" in the subject line of your email.

Deadline for Applications: August 2, 2024
The American Feed Industry Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About AFIA: The American Feed Industry Association represents the total animal food industry as its voice to the government, media and public. With over 650 member companies, AFIA is dedicated to representing, supporting, and promoting the animal food industry. For more information about AFIA, visit afia.org.