Senior Accountant

Position Overview

Are you seeking a position with the opportunity to make a meaningful contribution in a mission-based organization working with a great team? Society of Fire Protection Engineers seeks a senior accountant to support the accounting and financial functions of the Society and its Foundation. In this position, you will partner with the CEO and outsourced bookkeeping partners while working independently. You will work closely with incredibly talented and dedicated management and staff. A hybrid work environment is offered. Your responsibilities will include the preparation of monthly financial statements, credit and collection management, payroll, billing, receivables, payables, and banking. You will report to the CEO.

Position Requirements

- Bachelor’s degree in Accounting and a minimum of five years of accounting experience.
- Prior experience with membership software or ERP systems a plus.
- Extensive knowledge of generally accepted accounting principles (GAAP).
- Strong knowledge of Microsoft Office, Excel, and at least one commonly used accounting software (QuickBooks Online preferred).
- Payroll processing and reporting experience preferred.
- Excellent organizational, problem-solving, project management, and communication skills.
- Nonprofit accounting experience is a plus.
- Ability to meet onsite in Gaithersburg, Maryland occasionally preferred.

Responsibilities

- Ensure membership ERP system is “in sync” with QBO Chart of Accounts and system hierarchy. Control merchant card processing for corporate and member-related activities.
- Manage month-end close activities and review and approve financial statements completed by outsourced bookkeeping.
- Process semi-monthly payroll and reporting and provide support for journal entries.
- Monitor and reconcile investment accounts.
- Support Annual Audit and preparation of Form 990.
- Develop reports, including KPI’s and metrics.
- Assist in the preparation of presentations for the board and members.
- Participate in budget and cash flow projections.
- Respond to questions by email or phone from chapter leaders, vendors, employees, and others.
SFPE Overview

The Society of Fire Protection Engineers (SFPE) is a nonprofit membership organization, headquartered in Gaithersburg, MD, supporting the advancement and education of fire protection engineering internationally. With over 5,000 members and 100+ chapters globally, SFPE provides educational and professional resources to the profession.

SFPE fosters a professional environment of diversity, equity, and inclusion and encourages diverse candidates to apply for this position.

To apply, please submit a resume to mebrennan@sfpe.org