



Staff Accountant

IMMEDIATE SUPERVISOR: Accounting Manager

DEPARTMENT: Finance

March 3, 2017

LOCATION: Washington, DC

About Oceana

Nearly one billion people currently do not have enough to eat. The demand for food is projected to increase 70 percent by 2050 as the population grows to an expected nine billion. An often overlooked solution to this problem is our oceans. A fully productive ocean could provide one nutritious meal a day for 700 million people, or 13 to 15 percent of the animal protein produced on the entire planet. Moreover, wild-caught ocean fish uses no land, needs negligible amounts of water, is the lowest cost per pound to obtain, and provides human health benefits.

Unfortunately, ocean productivity is drastically declining due to overfishing, destructive fishing practices, marine habitat loss and pollution. If action is not taken to reverse this trend now, wild seafood may soon disappear as a major food source for a hungry planet. There is good news, however: restoring wild seafood is achievable and there are many examples of fish rebounding under science-based management, which is also surprisingly feasible. Science gives us clear direction about how to manage fish recovery. Fish will recover if we –

- Set reasonable fishing quotas and reduce industrial overfishing.
- Reduce bycatch (the incidental catch of non-targeted animals).
- Protect marine habitat, both in preserving biodiversity and ecosystem health, as well as from the harmful effects of marine pollution.

Oceana is headquartered in Washington, DC and has offices in New York City, NY; Juneau, AK, Portland, OR, Monterey, CA, City of Belmopan, Belize; Brussels, Belgium; Brasilia, Brazil; Santiago, Chile; Copenhagen, Denmark; Lima, Peru; Manila, Philippines; Madrid, Spain; The legal entities in Belize, Brazil, Spain, and the United Kingdom follow the host country's regulations and, as a result, are incorporated as independent entities. Oceana boasts a worldwide staff in excess of 200 full time professionals and an annual operating budget of approximately \$43 million dollars.

General Summary

Oceana is a fairly young, fast-growing, dynamic, international organization. We seek an experienced Staff Accountant who, as part of the Finance and Accounting Department, will contribute to the delivery of timely, relevant and accurate financial information. Ability to work independently without close supervision, manage complexity, identify and solve problems with a fair degree of resiliency is required. S/he will maintain accounting records in accordance with generally accepted accounting principles and manage Oceana's payroll-related operations for the United States. This position reports to the Accounting Manager and is based in Washington, DC.

The Staff Accountant position is responsible for the effective performance of various accounting functions, including bank reconciliations, journal entries, analysis of general ledger accounts, enforcement of internal

policies and conducting organizational staff trainings. Ensure payroll is processed timely and accurately. The Staff Accountant verifies the reliable and timely preparation of internal and external reports related to their areas of responsibility.

Principal Duties, Responsibilities and Essential Functions:

Maintain Oceana's general ledger:

- Draft reconciliation of general ledger to subsidiary ledger – including cash accounts, prepaid expenditures, fixed assets, payroll-related liabilities, other accrued liabilities, and long-term liabilities. Research and resolve any discrepancies discovered.
- Ensure that all transactions and journal entries are recorded timely and accurately in accordance with internal policies, U.S. GAAP and governmental regulations.
- Coordinate the collection of allocations from around the organization and prepare the monthly staff cost allocations calculations.
- Compute, calculate and record/post statistical and financial data.
- Prepare year-end cash-to-accrual basis adjustments to Oceana's consolidated revenue.
- Prepare audit schedules and footnotes including future minimum lease payment schedule. Resolve audit issues identified by external auditors.

Maintain fixed assets subsidiary ledger records:

- Record acquisition and disposition of assets for U.S. entities.
- Research and determine the appropriate capitalization and depreciation of fixed assets for U.S. entities.
- Prepare consolidated fixed assets roll forward analysis.
- Prepare property, sales and use tax and franchise tax returns as needed.

Process payroll for employees of U.S. entities:

- Efficiently and accurately process semi-monthly payroll.
- Effectively communicate with internal and external payroll customers to provide high levels of service, adding value to all interactions. Working with Human Resources, research employee issues and provide a timely and professional response/resolution.
- Maintain a comprehensive understanding Oceana's payroll system, benefit packages and eligibility requirements to ensure accurate employee payroll deductions and accruals.
- Work with HR and other finance staff to ensure complete and accurate employee, timekeeping and payroll records.
- Work with HR to prepare reports for annual workers compensation audit.
- Assist Human Resources to ensure timely submission of 403(b) contributions and completion of annual 403(b) audit.
- Maintain a strong working knowledge of federal and state labor and payroll tax regulations, standards and best practices.
- Maintain records of payroll related federal and state filings and notifications.
- Process and issue annual W-2 forms to employees in a timely and accurate manner.

Other:

- Assist in the review of journal entries and cash disbursements as needed.
- Conduct regular trainings to non-accountants to ensure that personnel are well informed of changes in programs, policies, and procedures, related to areas of responsibility.
- Running reports and queries from financial, payroll and time tracking systems.

- Comply with local, state and federal government reporting requirements and tax filings and ensure all returns are filed timely and accurately.
- Other duties as assigned.

Job Requirements, Education and Work Experience:

- Reliable team player who contribute to a productive working environment with other employees to meet organizational goals.
- Well-developed written and oral communication and interpersonal skills.
- Excellent attention to detail.
- Strong analytical skills and problem solving skills utilizing Microsoft office products.
- Able to effectively prioritize multiple responsibilities in a faced paced environment and perform them with speed, accuracy and courtesy.
- Possess a strong understanding about the nuances of team dynamics, and know how their words and actions impact others; and exercise good judgment to help them deal with others in an effective way.
- Able to maintain the highest level of confidentiality regarding payroll and other confidential information.
- Able to commit to the mission and goals of Oceana.

Education & Experience

- Undergraduate degree in accounting required.
- At least three years of relevant accounting experience.
- Experience utilizing complex ERP and ledger system
- Demonstrated knowledge and experience applying United States Generally Accepted Accounting Principles (GAAP), laws, regulations, and internal policies related to their areas of responsibility.

Compensation

Compensation for the Staff Accountant includes a competitive base salary, along with a generous benefit package including health care insurance and retirement benefits.

To apply for this position, please visit our website at www.oceana.org.

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and are a reasonable representation of its activities.