



**Senior Accounting Manager - Accounts Receivable, Billing and Field Office Accounting, Social Impact, Arlington, VA**

Social Impact is a global development management consulting firm. We provide monitoring, evaluation, strategic planning, and capacity building services to advance development effectiveness. We work across all development sectors including democracy and governance, health and education, the environment, and economic growth. Since 1997 we have worked in over 100 countries for clients such as US government agencies, bilateral donors, multilateral development banks, foundations, and nonprofits.

Please apply for this position on Social Impact's website found [here](#).

**Position Description:**

SI is seeking an Sr. Accounting Manager, Accounts Receivable, Billing and Field Office Accounting to oversee Social Impact's accounting function including accounts receivable, billing, job cost accounting and field office accounting. This position reports to the Assistant Controller and supervisors Accounting – Billing, Field Office Accountant and Billing Clerk.

**Responsibilities:**

**Billing**

- Leads billing processing and improves the billing processes to meet the monthly closing schedule.
- Maintains billing tracker.
- Processes larger/more complex invoices.
- Ensures all bills are processed by agreed upon date.
- Monitors fixed price deliverable contracts, ensuring jobs are invoiced promptly.
- Coordinates billing activities with programmatic staff.
- Maintains the Backlog report.
- Reconciles unbilled balances monthly and investigates aged unbilled.

**Accounts Receivable**

- Performs monthly AR and unbilled reconciliations to the GL, and reconciles differences.
- Monitors aging of AR, ensures follow-up with clients.

**Field Office**

- Reviews field office reporting, supervises input into accounting system and reconciles cash for assigned field offices.
- Supports country team and field offices in accounting and financial management activities.
- Assists in improving field office control and reporting.
- Provides technical accounting guidance to the field offices.
- Responsible for development and maintenance of the field office accounting manual.

**Project Management**

- Reviews setup of all new projects in SL, including labor categories for time & material efforts.
- Reviews all change forms and ensures data is entered correctly into Microsoft SL.
- Reviews the log and forms for all close out requests.

- Ensures all close outs are processed in a timely manner or that the requester is notified of an alternate delivery date.
- Monitors quarterly reporting requirements.
- Ensures quarterly finance data is provided to project staff by agreed upon date.
- Assists in preparation of information required for monthly closings, year-end closing, reviews and statutory reporting.

#### Other

- Provides day-to-day direction to the Field Office accountants, Billing Accountant and Billing Clerk.
- Other tasks as assigned.

#### **Qualifications:**

- Master's degree and a minimum of 5 years' relevant experience or the equivalent in education/years of experience.
- Time and Material, Fixed Price and Cost Plus Fixed Fee Billing experience for USG clients required, USAID preferred.
- Supervisory experience is required.
- Previous experience with Microsoft SL preferred.
- Knowledge of Microsoft Office applications and the ability to learn new software programs quickly.
- Ability to meet deadlines is a must
- Attention to detail.
- Strong organizational skills.
- Professional demeanor and diplomatic communication skills, especially via email.

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Come join our energetic and innovative team! We offer you the opportunity to play a leading role in the growth of our company, work as part of a creative and committed team, and make a difference in the well-being of our world.

To learn more about Social Impact, please visit our website: <http://www.socialimpact.com>

SI is an EEO/AA/ADA Veterans Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Only selected candidates will be contacted for an interview. Please, no phone calls.