



The voice of fish and wildlife agencies

1100 First Street, NE, Suite 825  
Washington, DC 20002  
Phone: 202-838-3474  
Fax: 202-350-9869  
Email: [info@fishwildlife.org](mailto:info@fishwildlife.org)

## POSITION DESCRIPTION

Position Title:	Senior Accountant & Grants Coordinator
Position Location:	Washington, DC
Reports To:	Chief Operating Officer
Job Type:	Exempt, full-time
AFWA Background:	The Association of Fish and Wildlife Agencies, founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation, and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. See <a href="http://www.fishwildlife.org">www.fishwildlife.org</a> for more information.
Position Summary:	Responsible for all accounting functions, including monthly closing, year-end closing, grant management, payroll, accounts payable, receivables, inventory management, product sales, human resources benefits administration. Supervises accounting assistant.
Duties:	<p>Responsible for establishing and maintaining a computer-based accounting system and its operation to assume complete and timely financial accounting and reporting to serve a variety of Association needs</p> <p>Prepare detailed billings for Association dues and special projects</p> <p>Generate regular monthly and special financial reports covering the regular operating budget of the Association as well as special projects, contracts and agreements</p> <p>Work closely with Association staff to insure that accounts receivable billings are prompt and provide follow-up information when required</p> <p>Keep the Executive Director and Chief Operating Officer informed about the status of budgets, investments and cash flow</p> <p>Manage relationships with federal granting agencies including USFWS, USGS, USFS, etc... Provide support to Association staff on applications, reporting and tracking program/project budgets</p> <p>Support annual budget development in partnership with the Chief Operating Officer.</p>



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Oversee the Association's annual A-133 audit, including leading the review of the financial statements and 990 tax returns

Support accounting functions for affiliated or subsidiary organizations including AWARE, Project WILD and NCLI (as needed).

Maintain key relationships with third party vendors and consultants including HR benefit consultants

Supervises MSCGP Program Manager / Accounting Assistant

Supervises, as needed, contract accounting services

File annual Negotiated Indirect Cost Rate Agreement

Other Duties as Assigned

Qualifications:

3-5 years relevant experience.

Proficient with Microsoft Office Suite, particularly Excel as well as INTACCT accounting software, bill.com, Nexonia and other relevant software

Proficiency with Federal grant processes, from applications to billings and reporting

Ability to work productively with different types of people including members, federal government, staff and consultants

Ability to meet tight deadlines and prioritize complex workload

Thorough understanding of association accounting standards

Bachelor's degree in Accounting or Finance

Travel one to two weeks per year

Application Process:

Please email CV and cover letter (subject line AFWA Senior Accountant Position to [jlord@fishwildlife.org](mailto:jlord@fishwildlife.org)).

Compensation and benefits:

Beginning Salary: \$75,000 - \$85,000. The Association offers an excellent suite of benefits including paid vacation, a retirement plan and excellent health benefits.



ASSOCIATION of  
FISH & WILDLIFE  
AGENCIES

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Application Deadline: December 31, 2021 or until filled.

*Equal Opportunity: The Association provides equal opportunity in all of our employment. The Association provides equal opportunity in all of our employment practices. The Association makes employment decisions based on merit, qualifications, abilities and business needs, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, military status or any other category protected by applicable federal, state and local laws.*