ACCOUNTING & HR MANAGER

POSITION OVERVIEW:
The National Beer Wholesalers Association is seeking a full-time Accounting & HR Manager. This role is a unique opportunity to join a lean and high performing nonprofit trade association. This position reports directly to the COO and will be primarily responsible for day-to-day accounting operations of accounts payable, accounts receivable and payroll and human resource management.

DUTIES & RESPONSIBILITIES:
Accounting and Financial:
- Review vendor invoices for appropriate documentation and approval prior to payment
- Ensure bills are paid on time and process payments on a weekly basis
- Post payments
- Reconcile and process monthly credit card statements
- Generate IRS Forms 1099-MISC
- Collect and maintain W9s and contract files for vendors, contractors and meetings
- Responsible for and manage all daily cash receipts and accounts receivable
- Track and ensure payments are received on a timely basis and follow-up on past-due invoices
- Reconcile specific balance sheet accounts monthly
- Track association fixed assets and calculate monthly/annual depreciation expense
- Deposit and file required federal and state tax payments
- Assist with financial statement preparation when needed and other duties as assigned by the COO
- Collect and review timesheets to ensure timely processing
- Perform bi-weekly payroll processing and transmit payroll to payroll provider
- Track annual and sick leave records
- Prepare accurate schedules for annual audit and answer information requests from external auditors
- Support as needed the annual budgeting, forecasting and planning cycles
- Support as needed the COO with Board audit and finance committee activities
**Human Resources:**

- Manage administration of all employee benefits
- Retirement plan oversight and reporting including responsibility for the deposit to the 401(k) plan of employee bi-weekly contributions and employer match
- Ensure all benefit invoices are reviewed carefully on a monthly basis to track employee changes and paid in a timely manner
- File annual 1095B
- Maintain employee personnel files and required documentation in compliance with federal and state laws
- Ensure all annual performance review documents are completed in a timely manner
- Maintain job descriptions for all staff positions
- Assist with job postings, resume review, hiring decisions and on boarding as requested
- Complete miscellaneous administrative tasks and other ad hoc projects as appropriate and assigned, as requested in order to meet specific deadlines

**TO BE SUCCESSFUL IN THIS ROLE YOU’LL NEED:**

- Associate/Bachelor’s degree in accounting
- Five or more years experience in day-to-day nonprofit accounting/bookkeeping and working knowledge of GAAP as applied to nonprofit accounting
- Experience with Intacct accounting software and SAP Concur is a plus
- Proficiency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, SharePoint)
- Previous experience processing payroll is a must
- Nonprofit audit preparation experience is a plus
- Demonstrated ability to meet deadlines while remaining flexible when presented with changing priorities
- Willingness to be challenged with new activities
- Maturity, discretion and professionalism while working independently and in a collaborative environment
- Internal customer-service orientation and attitude
- Impeccable integrity and trustworthiness, with an ability to handle sensitive information and situations effectively and confidentially
- Ability to work independently and within teams in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Demonstrated respect for diversity and multicultural sensitivity

Employees of NBWA enjoy a fun and challenging environment with a wide range of competitive benefits. Benefits include comprehensive medical, vision and dental insurance coverage; paid holidays and leave; transportation subsidy; tuition reimbursement; group life insurance; 401(k) match and retirement plan; and long-term disability coverage. NBWA is an equal opportunity employer. Our jobs are open to all applications regardless of race, color, sex, gender, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military status, or any other basis prohibited by federal, state, or local law.
Salary is commensurate with experience.

National Beer Wholesalers Association (NBWA) is a 501(c)6 trade association that provides leadership which enhances the independent beer distribution industry; advocates before government and the public; encourages the responsible consumption of alcohol; and provides programs and services that will benefit its members. Associated organizations include the National Beer Wholesalers Association Political Action Committee and an educational foundation, The Center for Alcohol Policy.

NBWA represents the interests of America's 3,000 independent beer distributors, who service every congressional district across the U.S. and proudly employ more than 140,000 men and women. Beer distributors also build beer brands of all kinds - from large, familiar labels to upstart, craft brews and imports from around the world.

TO APPLY:
Submit your resume and cover letter to careers@nbwa.org. Applicants who do not provide both documents will not be considered for the role.