

Accountant

About NATP

The National Association of Tax Professionals (NATP) is the largest association dedicated to equipping tax professionals with the resources, connections, and education they need to provide the highest level of service to their clients. 23,000 members rely on NATP to deliver professional connections, content expertise, and advocacy that provides them with the support they need to best serve their clients. The NATP headquarters is located in Appleton, WI. To learn more, visit www.natptax.com.

The accountant is responsible for ensuring the proper application of accounting practices and assists with bank reconciliations, general ledger analysis, sales tax, process refunds and credits. This individual will support various projects and run reports and provide additional analysis, as needed.

What You Do

These duties are not meant to be all-inclusive and other duties may be assigned.

- Ambassador of NATP Values – Excellence, Respect, Inclusion and Belonging, Passion
- Prepare daily bank reconciliation.
- Review and process daily sales batches.
- Reconcile assigned general ledger accounts and prepare/update assigned schedules for month end reporting.
- Prepare and reconcile monthly, quarterly and annual sales tax returns, including uploading transactions to tax reporting website and doing sales tax variance analysis and preparing monthly use tax accruals.
- Process credit card transaction reconciliations.
- Prepare chapter education reports for payment.
- Provide assistance with other staff related to accounting transaction issues and reports. Prepare ad-hoc analysis and reports, as requested.
- Assist with the annual audit, preparing work papers and schedules as required.
- Assist with preparation of annual budget.
- Assist with accounting department processes, procedures, and reporting improvements.
- Maintain current job knowledge through reading industry literature and computer system updates/changes. Attends seminars and conferences as approved. Discuss findings/questions with management.
- Assists and backs up other accounting employees as needed.

What You Bring

- Requires a bachelor's degree in accounting and a minimum of two years previous relevant accounting experience.
- Intermediate computer skills and advanced Excel experience; Microsoft Office 365; Microsoft Business Central, Power BI, Association Management System, etc., a plus
- Professional interaction with a variety of people and ability to effectively manage rapid changing priorities, deadline pressures, while retaining a high degree of accuracy and attention to detail
- Excellent understanding and application of generally accepted accounting principles and accounting processes
- Exceptional organizational and communication skills
- Ability to maintain confidential and sensitive data

What Makes You Stand Out

- Proven experience in monthly accounting and working with others and the desire to learn new skills.

Work Environment

Work is performed in an office or home office environment with minimal exposure to injury. Routinely using basic office equipment including phone and computer are essential. Works hours are normally Monday through Friday and will usually average 40-45 hours a week. Extended evening and weekend work may occur occasionally to meet the needs of the business. Some travel may be required. Telecommuting is an option.

Wage Range: \$50,000-70,000

The National Association of Tax Professionals (NATP) is an Equal Opportunity Employer. The policy of NATP is to extend opportunities to qualified applicants and staff on an equal basis regardless of an individual's race, color, gender, age, national origin, religion, citizenship status, marital status, sexual orientation, gender identity, transgender status, physical or mental disability, protected veteran status, genetic information, pregnancy, or any other categories protected by applicable federal, state or local laws.

NATP is an equal opportunity employer (Minority/Female/Disabled/Veteran)

If you require a reasonable accommodation as part of the application process, please contact HR at HRD@natptax.com.

