



PQA POSITION DESCRIPTION

Title: Senior Accounting Manager

Supervisor: Chief Operating Officer

FLSA Classification: Full-time; Exempt

Location: Alexandria, VA or Remote

ABOUT PQA:

Pharmacy Quality Alliance, PQA, is a national quality organization dedicated to improving medication safety, adherence, and appropriate use. A measure developer, researcher, educator, and convener, PQA's quality initiatives support better medication use and high-quality care. A non-profit organization with approximately 240 diverse members across healthcare, PQA is a unique alliance in healthcare. It brings pharmacies, health plans, health care providers, pharmacy benefit managers, biopharmaceutical companies, technology vendors, government agencies, and others together to build consensus and collaborate to improve medication use quality.

OVERVIEW:

The Senior Accounting Manager oversees PQA's financial and accounting operations; leads grants and contributions accounting; manages revenues related to membership, licensing, and contracts; performs audit preparations; manages accounts payable and receivable; produces financial reports to support effective management of the organization; and provides a high level of service to members, stakeholders, and staff on accounting and financial matters.

ESSENTIAL RESPONSIBILITIES:

- **Financial Reporting** – Partner with outsourced accounting firm to post monthly amortization journal entries, maintain the general ledger and related schedules, reconcile bank statements, manage/reconcile multiple credit cards, and prepare monthly and annual financial statements. for review by the executive leadership team, Finance Committee, and Board of Directors. Manage dashboards and provide monthly financial updates on key program areas to support effective management.
- **Banking/Cash Management** – Monitor cashflow and operating account balances. Recommend necessary cash transfers among bank accounts and/or investment accounts.
- **Accounts Receivable** – Create and maintain accurate invoicing records for membership, grants and contributions, sponsorships, and licensing. Upload invoices to external partner payment portals such as Ariba, Coupa, and Jaggaer. Engage with members and stakeholders to provide customer support related to invoices and payments. Track accounts receivable and follow up with clients to reduce past-due payments.
- **Accounts Payable** – Partner with outsourced accounting firm to ensure the timely processing of all accounts payable, including expense reports and payments to all vendors. Maintain proper documentation of all disbursements and approvals in expense management and A/P systems.

- **Grants** – Track grants and contributions against deliverables, following non-profit grant accounting, and filing documentation for annual audit.
- **Budgeting** - Support the development of the annual budget.
- **Audit** - Audit preparation including trial balances, general ledger detail, budget vs. actual, related party transactions, internal financial transactions, pre-paid expenses, fixed asset additions, disposals, and depreciation, accrued expenses, schedule of net assets, schedule of functional expenses, etc. List of grants receivable, including grant identification, year-end balance, cash received, revenue recognized, and balance at year-end which agrees with trial balance. Support COO in reporting audit findings to the Finance Committee and Board of Directors.
- **Tax** - Provide inputs to and support tax firm in the preparation and filing of the organization's annual Form 990. Track and submit any required local or state tax filings. Manage and file forms 1099 and 1096.
- **Payroll/Benefits** – Ensure proper accounting of payroll and benefits, to include PTO accruals and deferred compensation plan entries. Maintain proper documentation of payroll and benefits related transactions.
- **Policies & Procedures** - Develop and document accounting policies and procedures, ensuring compliance with accounting standards and regulatory requirements. Maintain documentation to support accounting aspects of association management system (AMS).
- **Internal Controls** – Responsible for the ongoing implementation of best practices and internal controls to ensure adherence to GAAP standards and compliance with all applicable regulations.
- **Accounting Systems** - Manage and configure accounting-related systems to ensure accurate financial reporting. Manage the integration of financial data between the accounting software and other systems.
- **Association Management System (AMS)** - Maintain the accounting-related data and settings in the association management system (AMS) to ensure accurate processing and recording of cash receipts, accounts receivable, and revenue. Ensure the accuracy of financial records and reports generated by the AMS, reconciling accounts and resolving discrepancies as needed to ensure alignment with the accounting software.
- **Customer Service** – Work effectively and collaboratively with staff and external stakeholders by providing a high level of service on accounting and financial matters.
- **Training** - Provide training to staff members on the accounting functions within the AMS, including proper data entry procedures and reporting capabilities. Provide guidance to staff on expense reporting.
- Other duties as assigned

QUALIFICATIONS & EXPERIENCE:

Minimum Job Qualifications and Skill Sets

- Bachelor's degree in accounting, business, or a related field.
- Three or more years working in non-profit organizations ideally including 501(c)(3).
- Strong working knowledge of non-profit accounting principles, financial statements, and accounting systems.
- Familiarity with grant accounting and reporting.
- Strong working knowledge of accounting software including QuickBooks Online, BILL, and other relevant systems.
- Proficiency in Microsoft 365 Suite (Outlook, SharePoint, Teams, PowerPoint), with advanced Microsoft Excel skills.
- Strong organizational skills with an ability to effectively manage multiple competing priorities.

- Excellent attention to detail.
- Excellent time management skills with a proven ability to meet inflexible deadlines.
- Strong interpersonal, verbal, and written communication skills.
- Demonstrated ability to handle confidential information securely and professionally.
- Ability to balance facts, priorities, constraints, and alternatives to serve the needs of internal and external stakeholders and ensure that the organization can meet its goals.
- Understanding of inherent risks of errors and omissions in various accounting transactions and the control procedures used to mitigate those risks.
- Ability to work independently and as part of a team. A team player who collaborates respectfully and inclusively with others across the organization. Must be able to effectively collaborate in a hybrid environment using Teams, Zoom, SharePoint, and other collaboration tools.
- Sound critical thinking skills and a solutions-based approach to finances and accounting.
- Commitment to providing exceptional customer service to internal and external stakeholders.

Preferred

- Advanced degree or credentials in accounting, business, or a related field.
- Experience working with association management systems.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment
- Employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone
- Close vision requirements due to computer work

TRAVEL:

Occasional travel to attend the PQA Annual Meeting, Leadership Summit, and internal team meetings.

APPLY:

Sponsorship not available.

Interested candidates should submit a letter of interest accompanied by a resume and/or curriculum vitae to careers@PQAalliance.org.

EEO Statement

PQA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion (including any outward expression of religious faith, which includes adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), marital status, military status (including status

as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. PQA has the right to revise this job description at any time. PQA is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and PQA.