

Accounting Associate (Full-Time)

TDA Consulting, Inc. (www.tdainc.org) – a national consulting firm that provides professional services and training related to affordable housing and community development programs and activities as well as organizational, professional, and board development services – is seeking an Accounting Associate. The Accounting Associate assists with the financial recordkeeping of the company, ensuring the accuracy and timeliness of the company's accounts payable and receivable functions. The successful candidate will oversee the preparation of monthly financial analysis reports, payroll processing, collecting pertinent information for third-party audits, and financial reporting and operations.

The Accounting Associate will assist TDA's accounting department in the following ways:

- Review submitted transactions for accuracy and completeness before entry into the accounting system.
- Research accounting records to identify and resolve problems or inadequacies.
- Maintain fixed asset and depreciation schedules.
- Update and post recurring and other required journal entries monthly.
- Reconcile and ensure the accuracy of asset and liability accounts monthly.
- Review and ensure the accuracy of non-project-based expense accounts monthly.
- Monitor A/R and A/P reports and follow-up on concerns.
- Generate monthly fixed price contract invoices.
- Generate monthly and year-to-date financial statements in accordance with GAAP.
- Monitor the company's line of credit and TDA's cash position to minimize interest expense.
- Manage the company's financial software application, including problem resolution.
- Customize and produce various financial reports.
- Liaise with the company's professional employer organization related to payroll and expense processing.
- Process monthly payroll and weekly expense reports and prepare associated payroll journal entries.
- Keep the books on TDA Securities and produce monthly statements.
- Support other TDA employees by providing needed financial information.

The ideal candidate will have the following knowledge, skills, and abilities:

- Associate degree in Accounting or Finance required; Bachelor's degree preferred
- At least 2 years of experience in accounting or related field
- Knowledge of Deltek GCS financial software preferred
- Proficient in Microsoft Office applications
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Attention to detail
- Ability to read and understand technical forms and financial reports
- Willingness to establish and maintain effective working relationships

TDA is an equal opportunity employer. TDA embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

TDA has developed policies in keeping with the most recent recommendations of the CDC and other organizations on workplace safety. Staff is currently on a rotating schedule with limited time in the physical office location.

TDA, Inc. offers a competitive salary and benefits package. Interested candidates should email a cover letter and resume to HR@tdainc.org.

