



POSITION ANNOUNCEMENT

Information Technology Industry Council

ACCOUNTANT

The Information Technology Industry Council (ITI) is the premier advocacy and policy organization for the world's leading innovation companies. ITI is seeking an Accountant to assist with the day-to-day accounting and finance operations for the ITI and Information Technology and Innovation Foundation (ITIF). This opportunity is located at ITI's headquarters in Washington, DC, and offers work-from-home flexibility two days a week. In addition to an open, friendly, and flexible work atmosphere, ITI offers a competitive salary, bonus compensation, and a comprehensive health insurance and benefits package that offers high quality work/life balance. ITI is committed to attracting creative, talented, and energetic team members who represent the diverse communities for which they advocate. As a prospective and/or new employee, you will be required to comply with the company's vaccination protocol.

POSITION SUMMARY

Reporting to the Controller, the Accountant will assist with a variety of accounting tasks including accounts payable and receivable, payroll, fixed assets, general ledger, file maintenance, and audit and tax preparation. This position will collaborate with a variety of internal staff as well as external vendors and member companies.

RESPONSIBILITIES

- Review and process all accounts payable transactions; process cash disbursements and EFT payments weekly.
- Maintain all accounts payable documentation files and vendor files.
- Prepare dues and other invoices and maintain all accounts receivable documentation files.
- Process cash receipts daily and maintain all payment documentation files.
- Perform daily payroll operations to prepare bi-weekly payrolls; prepare and maintain accurate records and reports of payroll transactions.
- Ensure compliance with federal, state, and local payroll, wage, and hours laws and best practices.
- Respond to staff inquiries regarding payroll.
- Perform payroll, bank, and other accounting reconciliations on a regular basis.
- Reconcile and process monthly invoices from benefits providers and process retirement contributions.
- Process accurate and timely year-end reporting, including W-2's and 1099's.
- Assist the Controller in the monthly financial close process; prepare monthly and year-end schedules.
- Assist the Controller in preparing for the annual audit and preparation of annual tax returns.
- Implement consistent accounting policies, practices, and procedures across all departments.
- Maintain the fixed asset schedule, accurately recording purchases, disposals, and depreciation.
- Assist as back-up in other areas of operation as requested by management.

SKILLS & ABILITIES

- Impeccable attention to detail and accuracy
- A high degree of integrity, professionalism, and the ability to handle confidential matters
- Time management skills and the ability to multitask and prioritize work to meet deadlines
- Excellent written and verbal communication skills
- Self-motivator and results focused
- Emotional intelligence and interpersonal skills
- Ability to work in a fast-paced work environment
- Enjoys being part of an organization that is focused on delivering value to our members and cultivating a positive work environment
- Team player with a proactive approach and the ability to take initiative with discretion and judgment

REQUIRED EDUCATION AND/OR EXPERIENCE

- Associate's or bachelor's degree in Accounting, Finance, or a related field

- Minimum of three years of accounting experience including processing payroll, accounts payable and receivable, and general ledger review and reconciliations, preferably in a member-based organization
- Working knowledge of GAAP
- Proven track record of handling confidential information with discretion
- Experience with Sage, Certify, and Paycor is strongly preferred
- Working knowledge of Microsoft Office Suite applications, specifically Excel

How To Apply

If you believe you meet the requirements, please submit a resume and cover letter to the job link (or copy/paste link to a new window):

[Apply to ITI Accountant](#)

Additional inquiries and questions can be emailed to Beth Cessna at jobs@cessnasearch.com or contact 202-232-1765.

ABOUT THE INFORMATION TECHNOLOGY INDUSTRY COUNCIL (ITI)

Originally founded in 1916 and globally headquartered in Washington, DC, the Information Technology Industry Council (ITI) is the premier advocacy and policy organization for the world's leading innovation companies. ITI advocates for public policies that advance innovation, open markets, and enable the transformational economic, societal, and commercial opportunities that our companies are creating. ITI members represent the entire spectrum of technology from internet companies to hardware and networking equipment manufacturers, to software developers. ITI's diverse membership and expert staff provide a broad perspective and intelligent insight in confronting the implications and opportunities of policy activities around the world.

ITI is committed to attracting creative, talented, and energetic team members who represent the diverse communities that they advocate for. In addition to an open, friendly, and flexible work atmosphere, ITI offers employees a comprehensive health insurance and benefits package. ITI requires prospective and/or new employees to comply with the company's vaccination protocol.

ITI is an Equal Employment Opportunity employer.

ABOUT CESSNA & ASSOCIATES, LLC

Cessna & Associates, LLC is a boutique HR consultancy partnering with mission driven, non-profit organizations. Our goal is to identify the best potential candidates that the market has to offer.

www.cessnasearch.com



The Power of Diversity, Equity, and Inclusion Fuels Success

Cessna & Associates embraces and celebrates the strength that diversity brings to our organization. Just as we are deliberate in our own pursuit of Diversity, Equity, and Inclusion initiatives, our efforts support our clients' DEI success. We drive every search with an unyielding focus to create an even playing field for all candidates and assess their ability to be "culture adds," not merely "fits" for our clients. Our team builds and nurtures this rich tapestry of diversity for ourselves and for our clients.