



BUSINESS SOFTWARE ALLIANCE

Position Description

Position Title: Revenue Accounting Assistant
Department: Accounting
Location: Washington, DC
Incumbent: Open

Summary:

The Revenue Accounting Assistant will coordinate Business Software Alliance (BSA) worldwide revenue accounting operations and provide other routine accounting support activities to include: account reconciliations, revenue analysis and research, and all required back-up processes. Ensures comprehensive, accurate data is entered in the Dynamics GP accounting system timely in order to meet deadlines. Maintain the related supporting schedules and documents timely and accurately. Preserve all related documents and files in accordance with BSA policies and procedures.

Duties and responsibilities:

The incumbent will report directly to the Accounting Manager. Specific responsibilities include but are not limited to:

1. Daily A/R updating and scanning. This includes entering settlement revenue, cash receipts, and related transactions into the accounting program timely and accurately. Primarily APAC and NA with support and coordination of Latin America and EMEA as needed.
2. Daily download and verification of the foreign exchange rates into the accounting program.
3. Banking duties: preparation of deposit slip, deposit funds in the bank, monitor account balances daily for timely and accurate general ledger account balances. Record service charge, interest income, and other bank activity for assigned accounts.
4. Update the unknown Korea cash file daily and communicate activity updates to the Korea contacts weekly.
5. Prepare monthly reconciliations and the required journal entries for all assigned A/R accounts.
6. Coordinate with Membership Department for the creation and retention of all dues and special project revenue invoices. Record and reconcile all dues and special project income and preparation of monthly revenue recognition journal entries.
7. Reporting and analysis on all areas of A/R including the creation, updating, and maintenance of all A/R related reports (weekly, monthly, end of month, Board). Providing historical analysis of A/R related accounts.
8. Year-end audit preparation for all aspects of revenue accounting.

9. Maintain all revenue files and records in an orderly fashion to enable efficient retrieval of documentation by department and audit access.
10. Draft and send email stating cut off for the revenue close monthly.
11. Understand and follow established internal control procedures and work with others to review and revise policies as needed.
12. Notify Accounting Manager of any unusual transactions or A/R issues as they arise, make recommendations for resolution and follows through timely.
13. Provide support and assistance for other accounting duties as assigned.
14. Establish and achieve annual training goals and objectives.

Required Knowledge, Skills, Abilities and Education:

1. Possess accounting and business office experience including an understanding of internal control concepts and procedures.
2. Must be highly organized and have the ability to work well under pressure to meet multiple deadlines.
3. Communicate effectively and efficiently both verbally and in writing.
4. Able to work independently as well as in a team environment to accomplish desired goals timely and efficiently.
5. Possess analytical aptitude to be able to research and resolve account reconciliation questions and related action items.
6. Possess a strong working knowledge of an automated accounting systems (Dynamics GP preferred), Excel, Word, Outlook, and 10-key calculator.
7. Associates degree in accounting, finance, business related course work, or relevant accounting experience.

About BSA

The Business Software Alliance (www.bsa.org) is the leading global advocate for the software industry. It is an association of nearly 100 world-class companies that invest billions of dollars annual to recreate software solutions that spark the economy and improve modern life. Through international government relations, intellectual property enforcement and educational activities, BSA expands the horizons of the digital world and builds trust and confidence in new technologies driving it forward.

BSA is Equal Opportunity Employer and values diversity. We offer competitive comprehensive benefits and, a collaborative, engaging work environment that encourages innovation and rewards creativity.

To apply for this accounting position, please submit your resume, cover letter with salary expectations to: careers-us@bsa.org. Please include in the subject line: Revenue Accounting Assistant.