

Staff Accountant - APAC for Business Software Alliance, Inc. to work at our Washington, DC loc. Mnge billing + revenue recognition of APAC + reg office activities incl settlement agrmt analysis + validation, acctg + control for settlements made, booked, received + paid, initiating, entering, editing + posting acctg trans in accord w/BSA policy + GAAP prin. Analyze receivables + calc APAC region's bad debt expense/income + foreign currency gains/losses weekly + prep entries at month end. Reconcile APAC settlements sent by law firms, + req confir from mgrs + lawyers. Reconcile + analyze Korea settlements, taxes + legal expenses. Prep monthly rpts for mngr + law firms. Analyze tax on Korea settlements. Initiate foreign + domestic wire disbursements. Work w/BSA banking + vendors to update syss, handle issues + prov payment info. Initiate wire disbursements + payroll fundings. Comp foreign exch rates + analyze cost savings. Set up ACH payments for emplyee reimbursements. Prep entries for wire payments. Analyze depreciation, track fixed assets + iden new purchases + disposals. Prep entries to record fixed assets value. Prep monthly entries for NA + Canada enforcement expense accrual. Close month-end + year-end + prep fin rpts. Doc acctg policies + intl controls incl SAS 70 + narratives. Assist in rev + impl of changes + upgrades to acctg sys. Train + supervise interns. Assist w/annual external audit incl prep of schedules + acct reconcil, + prov nec docs. Spec projs for the Controller + VP Operations + other tasks as assigned. Maintain prof + tech knowl by attending edu workshops + conf; rev prof pubs. Rev + post accts payable entries. Coor local pmnts in Brazil. Book entries for Brazil local pmnts. Analyze LA enforcement expense accrual + record entries. Commun + coor w/staff + vendors in US + foreign countries + prov info. May undergo background checks. Must have Master of Accountancy deg or rel, CPA, and 2 yrs rel exp. with monthly close, journal entries, financial reporting, account reconciliations, prep of audit work papers and lead schedules, prep of entries for wires, initiation of foreign and domestic wires (banking transactions), and analysis of expense accruals. Resume to careers-americas@bsa.org.