



**Senior Accountant**  
**Finance and Operations**

**Job Duties:**

RVIA is seeking a Senior Accountant to monitor, apply and improve internal controls associated to accounts payables and all critical functions within general Accounting. Oversee the accounts payable process and all duties related such as but not limited to prepaid expense reconciliations for all departments, end of the year 1099 process and reporting, expense report software upkeep and integration with accounting software, RVIA credit card account reconciliation and pay off in accounting software. Manage all financial logistics of RVIA events, collaborate with Trade Shows and Events staff to ensure financial integrity and policy compliance before, during and after RVIA events. Calculate and report of Sales and Use Tax. Perform Accounting functions associated with Inter-Entity transactions. Manage Fixed Asset. Balance sheet account reconciliations. Act as a liaison with GoRVing entity for all transactions. Perform other duties assigned by the Accounting Manager. Minimal travel required.

**Required Skills & Experience:**

This position requires a Bachelor's Degree in Accounting or related field and possess 1-5 years of experience in an Accountant position with prior work experience in but no limited to payables, receivables, general ledger, cash management, and fixed asset management functions. A qualified candidate would demonstrate a working knowledge of GAAP requirements. Non-Profit Accounting experience preferred. CPA is preferred but not required.

**Contact:**

If interested in this position, please submit an email to Alice Wang, Human Resources Director at [RVIAjobs@rvia.org](mailto:RVIAjobs@rvia.org) summarizing your skills and experience as they relate to meeting the requirements of this position in a cover letter. Please also include a resume and your salary requirement.