



SENIOR ACCOUNTANT

Supervisor: Director of Accounting Services

Department: Accounting Services

Position Type: Part-time, exempt with option for full-time

Salary: \$35/hour

Updated: 9/29/2021

POSITION PURPOSE

The Senior Accountant (SrA) plays a crucial role as part of NFPs accounting team. The SrA provides work leadership and direction to staff accountants while maintaining financial oversight for nonprofit organizations that have contracted with NFP Partners as their accounting provider. Using independent judgment, the SrA performs advanced and specialized accounting assignments, such as month-end review, reconciliations, grant support services, and reporting according to a defined scope of work for each client.

ABOUT NFP PARTNERS

[NFP Partners](#) is a team of accounting professionals dedicated to helping nonprofit organizations fulfill their missions through strong financial management. NFP Partners offers the benefits of experienced accounting professionals at a fraction of the in-house cost through our [outsourced nonprofit accounting services](#). These services range from total operation and management of the finance function to higher-level CFO support. In short, NFP Partners aims to impact the world one accounting challenge at a time.

ESSENTIAL DUTIES/ RESPONSIBILITIES

Independently works on assignments that are moderately complex in nature where judgment and analysis are required in resolving problems and making recommendations. Ensures that all details of a task are accomplished properly.

Duties include, but are not limited to, the following in accordance with each client's executed scope of work. Other duties may be assigned.

- Obtains and analyzes financial information to prepare reports, statements, and recommendations.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules.
- Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.

- Reconciles cash and investment accounts.
- Analyzes and reconciles financial information detailing assets, liabilities, and capital, in supporting schedules.
- Prepares statement of financial position, statement of revenue and expense, and other reports to summarize and interpret current and projected company financial position for other managers.
- Prepare accurate financial reports for grants to include compliance reporting.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Monitors compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Assists in preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Develops, modifies, documents, and coordinates implementation of accounting systems, controls, and procedures.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Conducts studies and submits recommendations for improving the client's organizational accounting operation.
- Prepares audit schedules for review by Controller/Accounting Manager.
- Collects appropriate data and prepares federal, state, and local reports and tax returns.
- Supports the grant accounting process to include compliance reporting, preparation of grant budgets, understanding and executing grant allocations, and overall knowledge of a clients grant structure.
- May also provide special project assistance to the Director of Accounting Services.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Skills/ Knowledge:** Possesses all basic and some advanced skills and knowledge of accounting functions. Have a thorough understanding of the total process flow. Must possess strong knowledge of accounting as applied to nonprofit organizations. Ability to work independently, prioritize tasks, and establish a remote work environment.
- **Language Ability:** Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond professionally and articulately to common inquiries or complaints from

customers, regulatory agencies, or members of the business community. Excellent oral and written communication skills with the ability to write speeches and articles for publication that conform to prescribed style and format.

- **Math Ability:** Ability to analyze financials and apply mathematical concepts such as calculating equations, fractions, decimals, ratios, and percentages.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.
- **Personal Competencies:** Communicates and conducts oneself in a professional manner with clients and the NFP team. Works on assignments that are moderately complex in nature where judgment and analysis are required in resolving problems and making recommendations. Ability to focus and work independently in a remote work environment. Ensures that all details of a task are accomplished properly.
- **Computer Skills:** Advanced experience with Microsoft Office, Windows, and browsers. Experience with a variety of accounting software packages.
- **Certificates and Licenses:** None required.

SUPERVISION GIVEN AND RECEIVED

Assignments are received in the form of results expected but incumbents have considerable freedom to decide on work priorities and procedures to be followed. May provide functional guidance.

WORK ENVIRONMENT

This position is a virtual position that requires a dedicated workspace in a home office. NFP Partners will provide the SrA with a laptop and docking station. Secure (non-public) internet access is required as all work is completed in a cloud-based environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

PHYSICAL DEMANDS

This position requires extensive computer work and sitting for most of the workday. The position may require travel on an as needed basis. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Requires a Bachelor's Degree (B.A.) in Accounting from a four-year college or university or 10+ years of nonprofit or government experience; or equivalent combination of education and experience.