



STAFF ACCOUNTANT

Supervisor: Director of Accounting Services

Department: Accounting Services

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

Salary: \$25/hour

Updated: 9/29/2021

POSITION PURPOSE

The Staff Accountant (StA) plays a crucial role as part of NFPs accounting team. Using independent judgment, the StA performs day to day accounting tasks, including, but not limited to, processing accounts payable, payroll, and payroll taxes; reviewing and recording cash deposits and credit card transactions; and invoicing accounts receivable for a variety of clients. All work is completed virtually using remote access technology.

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

Duties and tasks are varied but standardized. Staff Accountants work on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required. Duties include, but are not limited to, the following. Other duties may be assigned.

- Makes routine choices within established procedures
- Performs basic troubleshooting to reconcile account balances and inquiry to obtain missing information or verify unusual data
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets/databases
- Audits invoices against purchase orders, researches discrepancies, and approves for payment
- Prepares customer invoices according to agreements
- Prepares and processes payroll, taxes, and benefits according to each client's

employment policies

- Reviews credit card transactions to ensure compliance with client policy, records transactions and reconciles for payment
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy
- Extracts general ledger information
- Monitors loans and accounts payable and receivable to ensure that payments are up to date
- Reconciles report discrepancies and problems
- Codes data for input to financial data processing system according to company procedures
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services
- Applies proper coding and has familiarity with a clients grant structure.

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 knowledge of accounting functions. 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. 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 StA 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 5+ years of nonprofit or government experience; or equivalent combination of education and experience.