

## STAFF ACCOUNTANT

**Supervisor: Accounting Manager**

**Department: Accounting Services**

**Position Type: Full-time, non-exempt**

**Compensation: \$25/hour**

**Schedule: Monday - Friday / 8:00AM - 5:00PM**

**Benefits:** 401(k), Dental Insurance, Flexible schedule, Health insurance, Life insurance, Paid time off, Vision insurance

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**\*A Note to Applicants - Please review this job post in full to ensure you are completing all required steps when submitting your application.\***

### ABOUT NFP PARTNERS

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.

At the root of NFP Partners are our core values, which our organization lives by and operates within. Our organization is **supportive** and we're **partnership-oriented**, not only to our clients, but to our team because, with support and through partnership, virtually anything is possible. We believe in being **honest** and having **integrity**.

The financial positions of nonprofits are always at stake, and we must show up with honesty and integrity to ensure those financial positions are as successful as possible. We are an **evolving** organization that appreciates innovation, efficient ideas, and constructive feedback to better the way we support our clients and our team. We do all of this and more while maintaining the intention of *impacting the world one accounting challenge at a time*.

Read more about us at <https://nfppartners.com/>.

### ABOUT THE POSITION

NFP Partners is growing and seeking a qualified Staff Accountant to join our team. The ideal candidate can work independently, with multiple client accounts, and perform day-to-day accounting tasks in a fully remote environment.

Playing a crucial role within NFP's accounting team, this individual must use independent judgment to successfully and efficiently complete all of the assigned responsibilities, 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 various clients.

The Staff Accountant will partner with our Senior Accounting team on various client accounts and reports to the Accounting Manager.

## **JOB RESPONSIBILITIES**

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

- Performs basic troubleshooting to reconcile account balances and inquiries 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 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 reconcile 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 familiarity with a client's grant structure

## **SKILLS & QUALIFICATIONS**

- At least 5 years of demonstrated accounting experience, required
- At least 2-3 years of proven experience performing accounting in a multi-client environment, preferred
- Bachelor's Degree in Accounting or related experience
- Nonprofit/government accounting experience, preferred
- Must possess all basic and advanced skills and knowledge of accounting functions, as well as how said functions apply to nonprofit organizations (i.e. analyzing financials and provide accurate data to support clients' financial decision making)
- Advanced experience with Microsoft Office, Windows, and all browsers, as well as experience with a variety of accounting software packages (including Quickbooks, Quickbooks Online, MIP, Bill.com, Intacct)

- Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents
- Excellent time management and organizational skills with the ability to prioritize work in an autonomous, remote environment
- Strong attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Proven ability to successfully work independently and with common sense

#### **ADDITIONAL DETAILS**

- NFP Partners will provide employees with a laptop and docking station.
- Secure (non-public) internet access is required as all work is completed in a cloud-based environment.
- Competitive benefits package offered - health, dental, vision, and life insurance, 401(k), and unlimited PTO included
- **Candidates will not be considered without a cover letter.**

#### **A NOTE TO CANDIDATES**

At NFP Partners, to impact the world, we need to honor the diversity of our backgrounds and experiences by sharing our unique voices. Our community grows when we challenge ourselves to learn and see the world from another's view. We are committed to developing a team with different backgrounds, experiences, abilities, and perspectives and are an equal-opportunity employer.