



## SENIOR ACCOUNTANT

**Supervisor:** Dual Supervision between the Accounting Team Supervisor & Accounting Services Director

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

**Compensation:** \$75,000 - \$82,000/year

**Schedule:** Monday - Friday / 8:00AM - 5:00PM (Additional hours may be required)

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

**\*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 is a growing, evolving organization that appreciates innovative, efficient ideas and constructive feedback to better the way we support our clients and our team. We offer our clients 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 our clients' finance function to higher-level CFO support.

At the root of NFP Partners are our core values: Build, Unite, Care, Dedication, Knowledge, Communication, and Innovate. These are the standards we live by and operate within, guiding our daily decisions and actions. Knowing the financial positions of nonprofits are always at stake, we must show up every day with honesty and integrity to ensure they are as successful as possible. We do all of this and more while maintaining an intention to *impact the world one accounting challenge at a time*.

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

## ABOUT THE POSITION

NFP Partners is seeking an efficient, organized, and detail-oriented Senior Accountant to join our nonprofit accounting team. The Senior Accountant is responsible for assignments that are moderately complex in nature including month-end review, reconciliations, grant support services, and reporting according to a defined scope of work for each client. This individual is also required to provide leadership and direction to staff accountants while maintaining financial oversight for the nonprofit organizations we serve. The Senior Accountant must use sound, independent judgment to perform all necessary specialized accounting assignments, and exercise flexibility and adaptability if clients or other team members need assistance or have questions.

To be successful, the ideal candidate for this role must be highly organized, team-oriented, and a self-starter. They will be expected to work efficiently with minimal supervision and can prioritize their work independently while creating open lines of communication with the entire team. We are looking for someone who enjoys learning tech and teaching systems to others, has a knack for accounting strategies, and values the missions of all non-profit organizations.

## DUTIES & RESPONSIBILITIES

- Review accounts payable
- Review accounts receivable
- Review bank reconciliations
- Review payroll
- Review basic balance sheet reconciliations
- Support on complex balance sheet reconciliations
- Grant compliance and reporting
- Audit/990 preparations
  - Liaise with Auditors
- Board presentations
- Client/Peer financial reviews
- Cash flow
- Budgets
- Financial strategy
- Monitor and ensure client compliance with GAAP principles and company procedures
- Train other staff members when applicable
- General marketing tasks
- Client relationship management and customer service
  - Exercise flexibility with after-hours work to meet client needs
- Additional projects and tasks, as assigned

## SKILLS & QUALIFICATIONS

- 10-15 years of demonstrated accounting experience, required
- 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.*
- *Candidates are also asked to provide a video recording (no more than 3-5 minutes) with their application, answering one or multiple of the following questions:*
  - *Tell us about yourself.*
  - *Why are you interested in working for NFP Partners?*
  - *What is your ideal work environment?*
  - *What are your strongest attributes and areas of improvement?*