



## STAFF ACCOUNTANT

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

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

**Compensation:** \$60,000 - \$67,000/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 organized and efficient Staff Accountant to join our team. This position partners with our Senior Accountants and plays a crucial role within NFPs accounting operations to complete client deliverables as outlined within each scope of work. This individual must use independent judgment to successfully complete all of the assigned responsibilities, including, but not limited to, processing accounts payable and receivable, conducting bank reconciliations, managing client payroll, assisting with grant invoicing, and preparing all applicable tax documentation. They will also be responsible to manage client relationships, maintain clear, proactive communication and continuously explore opportunities to further develop the partnership.

The ideal candidate must be strongly self-managed, team-oriented, and driven to succeed. They are able to toggle multiple client needs and perform all assigned accounting tasks in a fully remote environment. They must also exercise flexibility in their work - acknowledging and effectively navigating multiple tasks and conflicting priorities, as needed. 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

- Accounts receivable
- Accounts payable
- Bank reconciliations
- Payroll 1
- Basic balance sheet reconciliation
  - Perform basic troubleshooting to reconcile accounts
- Payroll allocations
- Grant invoicing
- Preparation of business financials
- Audit preparation
- 990 preparation
- Vendor management
- 1099s and W9s
- 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

- 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.*
- *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?*