



SENIOR ACCOUNTANT

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

Position Type: Full-time, 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 managing and completing assignments for multiple clients 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.

NFP Partners is focused on a team-centered working environment, and as part of this team, the Senior Accountant is accountable to provide mentorship, support, and direction to Staff Accountants while maintaining financial oversight and ensuring deliverable accuracy 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. They must be confident and willing to learn, understand, and execute within a variety of platforms, and seek to proactively develop their competency on an ongoing basis.

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, can juggle multiple clients and projects simultaneously, is eager for continued growth, and values the missions of all non-profit organizations.

DUTIES & RESPONSIBILITIES

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

SKILLS & QUALIFICATIONS

- Proven experience performing accounting in a multi-client environment, required
- 10-15 years of demonstrated accounting experience, required
- Nonprofit/Government accounting experience, preferred
- Bachelor's Degree in Accounting or related experience
- Proven, confident, and growing knowledge of technology and software platforms
- Advanced experience with Microsoft Office, Windows, and all browsers, as well as experience with a variety of accounting software packages (including Quickbooks Desktop, Quickbooks Online, MIP, Bill.com, Intacct, etc.)

- 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)
- 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 paid time off included.
- *Candidates will not be considered without a cover letter.*
- *Candidates are also asked to provide a video recording (no more than 1-3 minutes) with their application, answering the following questions:*
 - *Why are you interested in working for NFP Partners?*
 - *What is your ideal work environment?*
 - *What are your strongest attributes and areas of improvement?*