

N·P·O

ACCOUNTANTS

If you are an accountant ready use your technical and interpersonal skills, knowledge and experience to deliver excellent accounting customer service to a portfolio of nonprofit clientele, we'd love for you to join our team. NPO Accountants strives to be the accounting firm that people want to work for, and nonprofit organizations want to work with.

Successful team members align with our firm's core values of efficiency, accuracy, initiative and ownership while exemplifying professional standards and the ongoing pursuit of knowledge.

NPO Accountants works exclusively with nonprofit organizations providing accurate accounting expertise in order to support the nonprofit community to further serve their missions.

This is a part-time, mid-level accounting position averaging 20-25 hours per week.

Requirements

- At least two years' experience fully using Quickbooks online:
 - Processing payroll
 - Accounts payable via BILL
 - Ensuring accurate bank feed
 - Month-end reconciliations
- Home office with full remote functionality (dedicated office, computer, internet, phone)
- Proficiency skills in various daily use software such as Word, Excel (including V-Lookups & Pivot Tables), Adobe Acrobat
- Experience using a variety of cloud-based systems
- Basic accrual knowledge
- Looking for a position with the intention to build a career in accounting
- Able to adhere to a set work schedule within firm hours (9-5) to be available for clients

Ideal Candidate

- Multi-client bookkeeping experience
- Nonprofit accounting experience
- Enjoys problem solving & supporting clients
- Has an eye for aesthetics & an attention to details
- Takes initiative and thrives in a hands-off environment
- Learns and adapts quickly
- Can see opportunity in challenges
- Possesses resourcefulness that includes knowing where to look and when to ask for help
- Values development and is hungry to persistently learn more, do more and grow
- Collaborative approach with internal team members and clients
- Willing to participate in 20 hours or more of CPEs each year
- Associates or Bachelor's degree in accounting is a plus

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Day-to-day expectations

- Manage a portfolio of clients with various levels of complexity
- Use QBO to maintain accurate ledgers by coding transactions to appropriate departments, accounts, projects and classes
- Use BILL to enter accounts payable
- Use Spend & Expense to manage client credit card expenses
- Problem solve QBO banking, BILL or Expense reporting application sync errors
- Perform monthly account reconciliations (bank, accrual & net asset accounts)
- Prepare and review financial reports for client discussion (questions & suggestions) and ultimately, accuracy
- Provide a high-level of client care which includes being attentive and timely
- Presentable appearance & background for virtual meetings with team and clients
- Positive attitude with team and clients

Growth Opportunities

- Actively participate in accounting department process improvement conversations & feel comfortable making suggestions based on your experiences with the team and clients
- Take responsibility for professional growth opportunities
- Consistently exceeds client and supervisor expectations
- Position will grow to full-time for the right candidate
- Focus on growth goals and able to accomplish goals each quarter

Compensation & Benefits

- \$24 - \$30 per hour to start DOE
- \$200 monthly stipend for qualifying technology expenses such as internet and cell phone
- Paid time off including vacation, sick & holiday
- 401K with employer match up to 6% of salary (90-day waiting period)

Firm Participation & Travel

All team members have a set work schedule within firm hours of 9am – 5pm to be available for our clients. The position is primarily remote, though some training may be hybrid to allow for more effective learning and team building. The accounting team does meet in-person typically 1-2 days per month on an ongoing basis for collaborative working time.

About the Firm

NPO Accountants is a for profit accounting firm that works exclusively with nonprofit organizations. The firm is led by Lisa Stevenson, MBA, CPA and Kristyn Kozar, MAcc, CPA. The firm provides general bookkeeping and accounting, prepares 990s and offers a variety of other consulting such as audit preparation, customized training, financial assessments, writing or updating policies and procedures, designing internal controls. Our firm supports an environment of diversity, equity and inclusion.

If interested, please email a cover letter and a resume to careers@npoaccountants.com