

# N·P·O

## ACCOUNTANTS

If you are an accountant ready use your tax, 990 preparation and leadership 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, Nonprofit Tax Team Lead position averaging 15-20 hours per week.

### Requirements

- CPA or Enrolled Agent
- 3+ years solid experience preparing IRS forms 990 and 990EZ
- Able to prepare a 990 from start to finish with little or no guidance
- Home office with full remote functionality (dedicated office, computer, internet, phone)
- Proficiency skills in various daily use software such as Word, Excel, Adobe Acrobat
- Experience using a variety of cloud-based systems
- 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 and team
- Bachelor's degree in accounting or business

### Ideal Candidate

- Effective leadership skills
- Multi-client 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 (at least 8 related to 990)

### Day-to-day expectations

- Lead the 990 team (currently yourself and one other part-time tax accountant)
- Prepare for and lead a weekly team meeting
- Manage a portfolio of 990 clients with various levels of complexity

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- Use project management software (Karbon) to organize work, emails, time budgets and tracking, internal and external communications
- Use Teams to communicate with various other firm staff
- Use Excel to prepare client questionnaires
- Use Excel to gather and prepare information need to input into the forms
- Use special tax software (mytaxprepoffice) to input 990 data into
- Review own work and work of other to identify errors or omissions
- Complete work accurately and within established time budgets
- Communicate effectively with internal team and clients
- 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
- Update and/or implement new processes for continued growth and improvement
- Along with one other 990 staff person, expected to be able to complete approximately 40 - 45 full 990s per year and an additional 5 - 6 990EZs total

### Growth Opportunities

- Actively participate in 990 department process improvement conversations with team and firm partner
- Take responsibility for professional growth opportunities
- Consistently exceeds client and supervisor expectations
- Position may grow to full-time for the right candidate
- Focus on growth goals and able to accomplish goals each quarter

### Compensation & Benefits

- \$30,000 annual salary
- \$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)
- Total annual compensation = \$34,200 (salary plus stipend plus employer match)

### 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 fully remote. There *may* be annual or semi-annual opportunities to gather with the rest of the firm's team.

### 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](mailto:careers@npoaccountants.com)