

Senior Accountant

Location: Remote

Reports To: Director of Finance

NIET is seeking a Senior Accountant to lead the day-to-day accounting function of the organization to support financial integrity through accurate accounting, financial reporting, compliance monitoring, grant accounting, and internal controls. This position plays a key role in maintaining the organization's financial records, ensuring compliance with nonprofit accounting standards and federal, state, and donor requirements. Exemplary candidates will have strong attention to detail, verbal and written communication skills, and interpersonal skills.

Position Responsibilities

- Accounting functions
 - Maintain the general ledger and ensure accuracy of financial transactions
 - Supervise and develop accounting staff, fostering a culture of accountability and continuous improvement
 - In coordination with the Director of Finance, oversee the accounts payable process, including coding expenses, processing payments, and identifying fixed assets for capitalization
 - In coordination with the Director of Finance, oversee the processing of employee expense reimbursements and manage company credit card use
 - In conjunction with the Contracts and Billing Manager, manage the cash receipts process
 - Lead the preparation of monthly bank and account reconciliations
 - As requested by the Director of Finance, assist with the federal grant drawdown process and ensure compliance with federal grant regulations (Uniform Guidance)
 - Respond to all inquiries related to expense reimbursements, travel policy and procedures, payments, and other related items within one business day
 - Proactively assist in researching, developing, and implementing process improvements and more efficient procedures to enhance workflow while maintaining a high level of accuracy
- Audit, Financial, and Operational functions
 - Assist the Director of Finance in the preparation of the annual audit and financial statement, including preparation of schedules and responding to external auditors' requests
 - Assist the Director of Finance in preparing tax filings as necessary
 - Assist the Director of Finance in analyzing financial data and preparing financial statements and custom reports
 - Perform other accounting, financial, or administrative tasks assigned by the Director of Finance or other key NIET staff

Desired Qualifications

- Must reside within 25 miles of Phoenix Valley, AZ
- Bachelor's degree in accounting, CPA preferred
- Experience with Sage Intacct or similar financial management software required
- Five years' accounting experience required
- Strong understanding of Generally Accepted Accounting Principles (GAAP) required



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- Experience with nonprofit accounting, including federal grant accounting, preferred
- Excellent attention to detail, verbal and written communication, and interpersonal skills required
- Exhibit NIET's core value

For Information:

For interest in positions at the National Institute for Excellence in Teaching, please review our website at www.niet.org for current job vacancies.

To Apply:

Please follow the link to submit your [application](#).

No phone inquiries please.