

Staff Accountant

Location: Remote, AZ

NIET is seeking a staff accountant to perform day-to-day accounting functions of the organization, including preparing and posting journal entries, supporting the accounts payable process, processing employee expense reimbursements and managing company credit cards use. Exemplary candidates will have strong attention to detail, verbal and written communication skills, and interpersonal skills.

Duties include, but are not limited to:

- Accounting functions
 - Support the Senior Director of Finance with management of the general ledger
 - Support the accounts payable process, including coding expenses, processing payments, and identifying fixed assets for capitalization
 - Review and process employee expense reimbursements and manage company credit card use
 - In conjunction with the Contracts and Billing Manager, manage the cash receipts process
 - Support the Senior Director of Finance in preparing monthly bank and account reconciliations
 - As requested by the Senior Director of Finance, assist with the federal grant drawdown process and ensure compliance with federal grant regulations (Uniform Guidance)
 - Respond to all inquiries 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 Senior Director of Finance in preparing monthly financial reports and reporting budget to actuals to CFO and executive team
 - Assist the Senior 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 Senior Director of Finance in preparing tax filings as necessary
 - Perform other accounting, financial, or administrative tasks as assigned by the CFO, Senior Director of Finance, or other key NIET staff

Minimum Qualifications:

- Must reside within 25 miles of Phoenix Valley, AZ
- Bachelor's degree in accounting, CPA or an individual pursuing a CPA desirable
- Experience with Sage Intacct or similar financial management software preferred
- Experience with nonprofit accounting and federal grants preferred
- One to three years' accounting experience strongly preferred
- Strong understanding of Generally Accepted Accounting Principles (GAAP) required
- Proficient in Microsoft Suite
- Excellent attention to detail, verbal and written communication, and interpersonal skills required
- Ability to travel
- Exhibit NIET's core values



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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.