**Staff Accountant**

Location: Scottsdale, AZ

Reports To: Controller

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.

Position Responsibilities

* Accounting functions
	+ Support the controller 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 Billing Specialist, manage the cash receipts process
	+ Support the controller in preparing monthly bank and account reconciliations
	+ As requested by the Controller, 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 controller in preparing monthly financial reports and reporting budget to actuals to CFO and executive team
	+ Assist the controller in the preparation of the annual audit and financial statement, including preparation of schedules and responding to external auditors’ requests
	+ Assist the controller in preparing tax filings as necessary
	+ Perform other accounting, financial, or administrative tasks as assigned by the CFO, controller, or other key NIET staff

Desired Qualifications

* 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
* Exhibit NIET’s core values