Position Announcement: Staff Accountant

Application Deadline: Monday, June 1st, 2020 11:59PM CT for full consideration (open until filled)
Instructions: Click the following link abortionfunds.bamboohr.com/jobs and upload your resume and cover letter. If you have any questions or trouble with the application process, send a message to jobs [at] abortionfunds.org
Estimated Date to Hire: July 6th, 2020

Organizational Overview:
The National Network of Abortion Funds (NNAF) builds power with members to remove financial and logistical barriers to abortion access by centering people who have abortions and organizing at the intersections of racial, economic and reproductive justice. Together with our members, we advocate for cultural and political change to ensure access for people who face the greatest obstacles to abortion access: women with lower incomes, women of color, young women, and transgender and gender nonconforming people. This is an exciting time for NNAF as we grow and nurture new funds emerging in underserved areas, deepen our support for funds working within the reproductive justice framework, and co-lead a bold national coalition campaign to increase abortion access by restoring Medicaid coverage for abortion. We are working to make access to abortion a reality for everyone, no matter their resources. We are building a movement, mentoring young leaders, and working toward a world in which everyone can shape their own futures and families. **We invite you to join us as the newest member of our dedicated and growing team at a time when we are explicitly focused on scaling our network and building the infrastructure of abortion funds to be fully staffed organizations with robust abortion funding budgets.**

NNAF is comprised of a multi-racial, multi-religious, gender expansive staff of 35, located across the United States. We know how important it is to support our remote staff to maintain connection and cohesiveness as a team. To this end, we ensure weekly one-on-one supervision, face-to-face virtual staff meetings, quarterly in-person meetings, and more.
Title: Staff Accountant

Supervised by: Controller

Supervises: 2-3 staff members

Status: The position is full-time, exempt, salaried.

Compensation: Starting salary $66,000 - $74,000, commensurate with experience

Benefits: Competitive benefits package currently including 100% employer paid health insurance and 50% for dependents/families, a 5% employer retirement match, 3 weeks vacation, 14 holidays, generous sick time, and a commitment to professional development.

Location: Flexible, slight preference for Boston area.

Position Description

Join our Controller, other Staff Accountant, Bookkeeper and Finance Associate on our finance team as we respond to the growth of the organization and strengthen our systems for continued growth ahead. As NNAF works to strengthen and grow the funds in our network, this role will play an essential part in the team ensuring we can execute this growth with strong accounting and financial practices.

The Staff Accountant is responsible for monthly and year end close, monthly reconciliations of balance sheet accounts, preparing monthly journal entries, and overseeing accounts payable, accounts receivable, and payroll. They will also create internal and external financial statements and reports, and assist the Controller in creation of the annual budget and audit documentation. They are responsible for ensuring accurate and timely data entry and maintenance of all accounts while following NNAF’s financial policies and procedures and internal controls.

Essential Job Functions

General Accounting (approximately 60% of the position)

- Ensure timely and accurate accounting following established internal controls.
- Complete timely month end and year end close based on accounting close schedule; work with bookkeeper to ensure accuracy and timeliness.
- Reconcile all assigned balance sheet accounts, such as prepaid expenses, bank and investment accounts, credit card accounts, and liability accounts.
- Review and prepare all journal entries for entry into accounting system.
- Reconcile all revenue with Development staff and Salesforce report on a monthly basis.
- Record releases of temporarily restricted net assets and reconcile against grant tracking spreadsheet.
- Record deposits including check and credit card revenue.
- Research and reconcile variances in accounts on a monthly basis.
- Reconcile suspense account and communicate with staff to track and resolve charges.
• Support and serve as a back up to Bookkeeper in processing invoices for payment, preparing check runs, and running biweekly payroll.
• Support systems improvements and data integrity for financial accounting with the finance team; identify opportunities to streamline processes to increase timeliness, efficiency, and accuracy of financial reporting.
• Define accounting problems and recommend effective solutions; detect possible weaknesses of internal controls and standard accounting procedures and recommend revisions.
• Inform and participate in the implementation and improvement of workflows that facilitate full utilization of software and excel to minimize manual processes, and promote effective financial management for a growing organization.
• Maintain all accounting records and files in an organized manner and in accordance with document retention guidelines.

Reporting and Budgeting (approximately 20% of the position)
• Produce monthly, quarterly, annual, and ad hoc financial reports for Controller review; assess and investigate variances.
• Assist the Controller in developing the annual budget; assist program directors with preparation of their annual and project budgets.
• Assist the Controller with preparing for the annual audit.

Management (approximately 10% of the position)
• Supervise assigned staff:
  ○ Write position descriptions, and hire and manage assigned staff.
  ○ Conduct supervision and evaluations and foster a relationship of mutual feedback.
  ○ Provide ongoing mentoring to facilitate strategic growth for assigned staff and monitor individual work plans.
  ○ Conduct necessary performance improvement plans, terminations, and other personnel actions in accordance with personnel policies.
• Oversee and support staff in maintaining strong accounting and financial practices.
• Department Leadership: Collaborate with and support the Controller in effectively implementing department work plans.

Other (approximately 10% of the position)
• Provide training and support to staff on finance-related topics, as requested by supervisor.
• Consult with member funds on finance-related challenges and offer support.
• Participate in cross departmental work, financial projects and planning activities as needed.
• Actively participate in required convenings, summits, retreats, and staff meetings, and participate in required virtual staff communications.
• Protect the organization by keeping information confidential.
• Update professional knowledge by participating in educational opportunities approved by NNAF, maintaining networks, and participating in professional organizations as relevant to your role.
• Perform duties required of all staff to support smooth internal operations such as submitting timely expense reports, reimbursement requests, and timesheets.
• Perform other duties as assigned by supervisor.

Travel Expectations
Ability to travel as job requires, approximately six times minimum per year. Travel will primarily be overnight, for approximately 2-6 days, and national. Regardless of where employee lives, and barring travel delays outside of an individual’s control, employee must be able to arrive at destination on-time.

Qualifications

Education requirement
• Degree in accounting or related field, or equivalent experience.

Job experience requirements
• 5 or more years relevant experience.
• Non-profit accounting experience required.
• Experience in all major areas of accounting including month end closing, accounts payable, accounts receivable, general ledger, reconciliation.

Specific skill sets
• High degree of knowledge and aptitude with Quickbooks (additional financial software experience preferred).
• Strong knowledge of Generally Accepted Accounting Principles in relation to non-profit organizations.
• Excellent communication skills: ability to communicate procedures and policies to others of different backgrounds verbally and in writing
• Strong attention to detail and accuracy.
• Ability to function well in a remote setting within a team-oriented environment.
• Ability to work and thrive in a fast growing and changing environment.

Qualities
● Committed to abortion access and full reproductive health care for all.
● Committed to an intersectional framework that includes, but is not limited to gender, economic, and racial justice.
● Ability to enjoy collaboration and be a part of a dynamic, highly productive and integrated team; maintain flexibility and effectively manage ambiguity in a responsive work environment.
● Self-motivated, resourceful, creative, and able to work without significant day-to-day supervision.
● Open to giving and receiving feedback and committed to practicing this regularly.
● Belief in bucking the trend through progressive policies to create a new vision for our future.
● Appreciation of working with diverse staff and board in an organization committed to racial justice.

Work Environment
The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

● Depending on location, a combination of in-office and virtual office at this time. Must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
● This position is full time, with employee’s regular full time schedule to be approved by supervisor. Regular hours must include attendance during core business hours from 12:00pm – 5:00pm Eastern Time, Monday through Friday. Occasional work on evenings and weekends as needed.
● Must be able to conduct business in English; however, fluency in languages other than English is a plus.
● Smoke- and drug (illegal or recreational)-free environment.
● Some work at off-site locations may be required; NNAF aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.
● This role routinely uses standard office equipment such as computers, phones, and scanners. Employee is regularly required to communicate effectively via computer, via phone, and in person.
● This role requires frequent sitting.

NNAF is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. In fact, NNAF actively seeks to build and maintain
a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation. As an organization working in solidarity with the reproductive justice movement, NNAF is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBQ+, and transgender, gender non-conforming, and non-binary people, people who have had abortions, people with disabilities, young parents, people who were formerly imprisoned, people who have received funding for abortions, and people living in the many intersections of these experiences. We encourage people from these communities to apply.