



JOB DESCRIPTION

Job Title: Nonprofit Accountant

Reports to: Nonprofit Accounting Services Manager
FLSA Classification: Non-exempt Full-Time
Supervises Others: No

Dept: Finance
Entity: OneOC Core

MISSION OF ONEOC:

The mission of OneOC is to accelerate nonprofit success. OneOC provides volunteer, training, consulting, and business services for nonprofits to help them become as efficient and effective as they are passionate about their missions. OneOC's mission allows non-profits to utilize OneOC's experience and expertise while minimizing administrative costs therefore increasing funds available for mission purposes. OneOC is exempt from income tax pursuant to Section 501(c)(3) of the Internal Revenue Code. To help accomplish its mission, OneOC also provides accounting services to independent organizations that have their own 501(c)(3) status.

SUMMARY:

The Nonprofit Accountant maintains and processes the books for a group of external small-scale Nonprofit Organizations with QuickBooks Online. They oversee the daily activities and transactions for the Nonprofit Accounting clients including data entry, Accounts Payable, Accounts Receivable, reconciling accounts, recording payroll, maintaining chart of accounts, and producing financial statements ready to be presented at Board meetings. This is a great opportunity for those who seek to gain experience in working with multiple nonprofits and specialized nonprofit accounting procedures.

This is primarily a remote position with a flexible remote/in-person hybrid model, depending on needs of our clients and preferences of the candidate.

NONPROFIT ACCOUNTING SERVICES FOR CLIENTS:

- Maintains financial transactions and records in QuickBooks Online and other software that are utilized by the clients.
- Responsible for daily activities related to the Accounts Payable function to complete weekly cash disbursements. Enters and tracks cash disbursements by expense account, program, and funding source. Creates checks in QuickBooks for client as necessary.
- Responsible for the daily activities related to Accounts Receivable and the processing of charges and the receipt and posting of payments.
- Allocates all transactions to the proper chart of account
- Processes payroll in QuickBooks online if necessary. Posts payroll to their books.
- Prepares bank reconciliations and other balance sheet analysis to ensure accuracy and reliability of such balances. Balance sheet accounts include Fixed Assets, depreciation, prepaid accounts, vacation accrual etc.
- Posts journal entries to ensure all business activity is properly recorded.
- Generates monthly financial statements and projections for board meetings including Statement of Financial Position (Balance Sheet), Statement of Activity (Profit and Loss), etc.
- Provides financial analysis for the board and staff as needed and ensures their accuracy, reliability, and timeliness.
- Leads the coordination and preparation for external financial audits and tax return filing of the clients based on their fiscal year end filing with compliance and timely filing of information.
- Leads the coordination and preparation of yearly 1099s with QuickBooks Online.
- Leads the preparation of financial information for grants applications and reports as needed.

- Assists clients to develop program and organizational budgets and updates them as necessary.
- Performs special projects related to client as needed.
- Maintains accurate & timely tracking of hours by Client.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Communicates effectively and courteously with all contacts -- internal and external. Works well with diverse people.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements, reports time and attendance accurately.
- Supports the vision and goals of OneOC.

ADDITIONAL RESPONSIBILITIES:

- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

While the following is preferred, we encourage anyone who is interested to still apply. Training will be provided for a good fit candidate.

- Bachelor's degree or equivalent education/experience preferred.
- Five years of office experience using accounting systems.
- Three years of experience in a non-profit environment.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Has general knowledge of accounting software, preferably QuickBooks Online (will be provided training)
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines.

- Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Uses excellent math skills to complete detailed quantitative work; checks for work errors and ensures work is corrected to a highly accurate final version.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress, and appearance at all times.
- Attends meetings and trainings as requested.
- Assists with other duties as assigned on a regular or occasional basis.

To apply, please send resume to HR@OneOC.org

OneOC is proud to be an equal opportunity employer.