

# Staff Accountant

## Job Posting

The Asset Funders Network (AFN) is the leading national membership organization engaging philanthropy to advance equitable wealth building and economic mobility.

Reporting directly to the Controller, the Staff Accountant will be responsible for performing detailed financial accounting and reporting activities, along with providing support for payroll and management accounting activities, such as cash management, budgeting, forecasting, and analysis. The Staff Accountant will work closely with the Human Resources Manager and Fiscal Systems Manager.

AFN requires evidence of COVID-19 vaccination as a condition of employment and will request proof prior to an acceptance of the offer. Travel to meetings consistent with the position will be required.

### Core Responsibilities

#### Accounting

- Perform detailed daily accounting tasks in compliance with internal control procedures and other appropriate US GAAP standards and regulatory requirements.
- Manage and process accounts payable and cash disbursements, including, but not limited to:
  - Reviewing invoices and employee reimbursements;
  - Reconciling credit card statements to supporting receipts/invoices;
  - Processing payments;
  - Setting up new vendors, maintaining W-9s and vendor contracts, and updating vendor names and information;
  - Troubleshooting questions and concerns from staff and vendors.
- Manage and process accounts receivable and cash receipts, including, but not limited to:
  - Recording cash receipts;
  - Resolving outstanding accounts receivables, if any, with the Membership team.
- Support month-end and quarter-end close procedures in an accurate and timely manner, including, but not limited to:
  - Preparing and recording employee payroll and benefit journal entries;
  - Performing monthly bank reconciliations;

- Preparing draft variance reports and fiscal reports for projects and regions.

### **Funding and Financial Management**

- Support grant application, tracking, and reporting processes, liaising with the Membership and Program teams, as necessary.
- Support the Controller in the annual budgeting and planning processes.
- Acts as bank liaison, resolving various issues with banking institutions.

### **Compliance**

- Assist with financial statement audit preparation and coordination, tax filings (including the Form 990, Form 1099s, etc), and other compliance reporting requirements.
- Ensure that contracts are filed, recorded, and available for ongoing operational processes.
- Support Controller with policy development and implementation.

### **Payroll and Benefits**

- Liaise with the HR Manager to ensure the correct financial accounting of employee benefits such as QSEHRA, retirement benefits, workers' compensation, home office expense reimbursements, etc.
- Process the semi-monthly payroll, run the time allocation process, and prepare staff burn rate reports.
- Work collaboratively with the HR Manager to perform ongoing, monthly, quarterly, and year-end audits of employee payroll and benefits (including review of accrued benefits, review of manual calculations for payroll processing, review of Gusto inputs, reconciliations of Form 941s to payroll expenditures, etc).

May perform other projects or duties as assigned.

### **Essential Knowledge, Skills and Experience**

- 3 or more years of experience in bookkeeping or accounting, preferably with nonprofit organizations - multiple years of accounting cycle experience.
- Demonstrated knowledge of and ability to research and apply US GAAP and federal, state, and city regulations.
- Demonstrated proficiency with Microsoft Excel (VLOOKUP, HLOOKUP, SUMIF, SUBTOTAL, Pivot Tables) and comfortable with technology (i.e. Gusto, QuickBooks, Bill.com, PeopleKeep, Guideline).
- Meticulous attention to detail.
- Sound judgment, integrity, and ethics. Ability and desire to handle sensitive information in a confidential manner. Must be able to tailor appropriate information sharing to relevant audiences given complexity of work with multiple stakeholders.
- Excellent organization skills, ability to successfully manage a large volume of work, meet multiple and often competing deadlines, and respond with flexibility to unanticipated requests.

### **The Most Successful Candidate:**

- Agrees with and has commitment to AFN's mission and values
- Feels at ease working remotely
- Doesn't struggle with time management, but rather, embraces the challenge! They have successful time management strategies already in use
- Welcomes feedback and is able to process constructive feedback to continuous improvement

### **Has....**

- Strong attention to detail (reflected in application materials)
- Clear verbal and written communication skills
- High emotional intelligence and awareness
- Some knowledge of, or experience with, philanthropy and the non-profit sector

### **Is....**

- Able to interact successfully and collaboratively at all levels of the organization, and to develop positive relationships in a culturally diverse workplace
- Able to learn quickly and a desire to learn new skills and software
- Able to work independently and on a team
- Solutions-oriented
- Adaptable to changes in the work environment and able to deal positively with frequent change
- Highly organized and can juggle multiple, time-pressing tasks and competing demands

### **Location for Work**

The Staff Accountant would work remotely from their home or leveraged office space with the ability to travel to meetings as needed. Ideally the person would live in the Pacific Time Zone.

### **Compensation**

Salary is dependent on the applicant's skills and experience.

### **Salary Range**

This position range at 60% of full-time employment which is equivalent to \$34,000 - \$38,000 plus benefits. A negotiated salary will reflect experience and the % FTE.

### **Benefits**

Benefits include a 401K contribution (5% of salary), health expenses reimbursement (QSEHRA), home office expense reimbursement (up to \$2,500 per year), PTO, and more.

### **Term**

This is a one-year employment contract with the potential for renewal depending on funding and performance.

### **Maximum hours of work**

This is a one-year employment contract with the potential for renewal depending on funding and performance. This is an exempt position and is 60% FTE (18 hours per week). Employees can engage other clients and volunteer activities subject to conflict of interest rules.

## **About AFN**

The Asset Funders Network (AFN) is:

- the leading national nonprofit membership organization that engages philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.
- a membership organization for funders. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

## **How to Apply**

Interested candidates should submit their resume and a statement of interest to [employment@assetfunders.org](mailto:employment@assetfunders.org). Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis.