



## ACCOUNTANT (Full-time or Part-time position)

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As a team member of Chazin & Company – a premier provider of virtual outsourced accounting services for nonprofit organizations – the Accountant will work closely with the Client Services Manager to provide ongoing, day-to-day accounting and finance services to nonprofit organizations. Accountant responsibilities and duties will include:

- Accounts payable processing
- Accounts receivable processing
- Bank reconciliations
- Payroll and related tax accounting
- Assistance with grant management
- Audit preparation (to include Single audits)
- Improvement of systems and procedures
- Filing and any other administrative tasks the clients may need assistance with
- Proficiency at using third party applications such as Bill.com and various payroll platforms

Accountant responsibilities and duties may include:

- Monthly and quarterly account reconciliations
- Comprehensive financial statements
- Investment reconciliations
- Indirect cost allocations
- Tracking and reporting of restricted funds
- Organization and maintenance of the clients' cloud files
- Assistance with 990 preparation and other state and local tax filings

Qualifications and skills:

- Accounting degree or an equivalent combination of education and experience
- A minimum of two years of accounting experience, including more than one subledger. General ledger experience is preferred.
- Extensive knowledge of generally accepted accounting principles
- Extensive experience with data entry, recordkeeping and computer operation
- Advanced knowledge of Microsoft Office, Excel, at least one commonly used accounting software (QuickBooks Online preferred)
- Excellent organizational, problem solving, project management, and communication skills
- A home office that supports serving clients remotely
- The desire and ability to become proficient with SAGE Intacct and other third-party applications
- Audit preparation experience a plus
- Nonprofit accounting experience a plus

Chazin & Company offers competitive salary and benefits: 401(k) matching, medical/dental plan, and PTO. We are a company committed to quality work, quality people and giving back to the community.