



# Chazin & Company

NONPROFIT ACCOUNTING AND FINANCE SOLUTIONS

## 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 Team to provide ongoing, day-to-day accounting and finance services to nonprofit organizations.

### **Responsibilities of the Accountant:**

- Accounts payable processing
- Accounts receivable processing
- Bank reconciliations
- Payroll processing and general ledger recording of payroll
- Assistance with grant management
- Assist in Audit preparation and support
- Assist client staff in overall support of the accounting functions
- Filing and any other administrative tasks for which the client may need assistance
- Monthly account reconciliations
- Preparation or assistance in preparing financial statements
- Preparation of client monthly compliance packages
- Maintaining internal files

### **Qualifications of the Accountant:**

- Associates degree in Accounting 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



**Email**

info@chazinandcompany.com



**Phone**

(301) 740-8841



**Website**

www.chazinandcompany.com

- 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

**Benefits:**

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.



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