



# Chazin & Company

NONPROFIT ACCOUNTING AND FINANCE SOLUTIONS

## SENIOR ACCOUNTANT (Full- or Part-time Position)

---

As a team member of Chazin & Company – a premier provider of virtual outsourced accounting services for non-profit organizations, the Senior Accountant is responsible for managing ongoing, day-to-day accounting and finance requirements for clients remotely as part of a Client Services Team.

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

- Comprehensive accounting services, including accounts receivable, accounts payable and payroll processing, general ledger management
- Monthly and quarterly account reconciliations
- Investment reconciliations
- Tracking and reporting of restricted funds
- Financial statement preparation and presentation
- Indirect cost allocations
- Assistance with grant management and reporting
- Audit management (including single audits): preparation of schedules, presentation of materials to auditors, support during audit, coordination of all final schedules
- Assistance with 990 preparation and other local, state, and federal filings
- Cash flow management
- Budget development and management
- Specialized reporting to support client decision-making
- Organization and maintenance of client files including prior year audit and tax records

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

- A Bachelor's Degree in Accounting, or an equivalent combination of education and experience
- A minimum of five years general accounting experience
- Extensive knowledge of generally accepted accounting principles (GAAP)
- Extensive experience with data management, record keeping and web-based applications



**Email**  
info@chazinandcompany.com



**Phone**  
(301) 740-8841



**Website**

www.chazinandcompany.com

- Advanced knowledge of Microsoft Office, Excel, and at least one broadly used accounting package
- Excellent organizational, problem-solving, project management, and communication skills
- Experience in Audit preparation
- Ability to function well in a team-oriented virtual environment
- The desire and ability to become proficient with SAGE Intacct and other third-party applications
- Nonprofit accounting experience preferred

Benefits:

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

---

 **Email**

[info@chazinandcompany.com](mailto:info@chazinandcompany.com)

 **Phone**

(301) 740-8841

 **Website**

[www.chazinandcompany.com](http://www.chazinandcompany.com)