

Position: Accounting Specialist
Reports To: Business Operations Manager
FLSA Class: Exempt
Supervises: None

Position Summary:

The Accounting Specialist will maintain NCSEA's financial records, process financial transactions, handle accounts payable and receivable, administer bi-weekly payroll, prepare financial reports, and ensure compliance with accounting standards, financial regulations, and tax laws. The Accounting Specialist will also coordinate and prepare for audits, lead the annual budget process, and facilitate quarterly finance meetings with the Board Finance & Audit Committee.

Responsibilities:

- Adhere to Generally Accepted Accounting Principles (GAAP) and other financial regulations.
- Process daily accounting transactions, to include accounts payable, accounts receivable, maintenance of the general ledger, and reconciliation of accounts.
- Post donor, member, and event related payments and ensure financial data is consistent with data in the CRM (Customer Relationship Management) platform.
- Prepare receivables aging reports and work with team members on collections.
- Assist with account analysis, coding, and reconciliation of account balances.
- Process billing adjustments and refunds as needed.
- Thoroughly monitor bank activity and financial system data to ensure all data is accurate and that discrepancies are resolved quickly.
- Prepare financial reports for leadership and board meetings; analyze financial data and provide insights for decision making.
- Maintain financial reports and meet financial requirements related to government and foundation grant agreements.
- Process time tracking records and payroll; prepare reports as required.
- Serve as a system expert for NCSEA's financial system (QuickBooks); implement system updates, stay abreast of new software features, and recommend system and process improvements as needed.
- Coordinate annual audit activities to include kick-off meeting, audit preparation, report review, final audit report distribution, and submission of the annual IRS Form 990.
- Coordinate the budget process; attend budget meetings, prepare reports for team leads, make adjustments, and serve as a resource to staff for budget related questions.
- Collect and review company mail and process all financial checks and documents.
- Assist with special projects and initiatives as requested.

Knowledge, Skills, and Abilities

- Excellent organization skills, time management, and attention to detail
- Strong written and verbal communication skills; able to effectively communicate financial information to a variety of audiences

- Passionate about delivering exceptional customer service internally to team members, as well as externally to donors, members, vendors, contractors, stakeholders, etc.
- Able to work effectively with a wide range of personalities and organizational levels
- Adaptable to changing regulations, technologies, and business environments
- Skilled at problem solving complex accounting issues
- Proficiency in the use of financial software, as well as Microsoft Office applications
- Familiarity with risk management as it relates to finance, including cyber security best practices
- Strong understanding of ethical principles and how they apply to accounting
- Ability to handle sensitive and confidential information with care
- Deep understanding of Generally Accepted Accounting Principles (GAAP), IRS guidelines, and other financial regulations
- Ability to prepare and analyze financial statements, such as balance sheets, income statements, cash flow statements, etc.

Qualifications:

- Bachelor's degree in Accounting, Finance, or Business with a concentration in Accounting. Experience may be considered in lieu of academic degree.
- 5+ years relevant experience in accounting or bookkeeping required
- Intermediate to advanced MS Office proficiency required
- Proficiency with cloud-based accounting software, i.e. QuickBooks preferred
- Nonprofit accounting experience preferred
- This position is hybrid remote (*majority remote with some required in-person meetings*).
- **Residence in the Raleigh Metro or NC Triangle areas required**

Salary Range: \$65,000/year - \$75,000/year

How to Apply:

Send your resume and a letter of interest to:

Careers@energync.org

NCSEA is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (Including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCSEA believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.