



2005 Longest Avenue, 2nd Floor
Louisville, KY 40204
(502) 694-1979
info@nextstepus.org

Next Step Network, Inc.

Senior Accountant

General Purpose:

This position is responsible for accurate, timely accounting support to the Controller. The senior accountant performs a variety of complex and confidential duties requiring a thorough knowledge of financial and accounting procedures. This individual must adhere to Next Step Network's Financial Management Policies, observing separation of duties and benefits administration.

Job Responsibilities:

Accounts Payable

- Process accounts payables transactions making sure to adhere to internal dual controls
- Prepare cash log/deposit records
- Code expenses to grants and contracts and ensure fiscal transactions comply with applicable grant requirements and GAAP accounting standards
- Maintain vendor contracts
- Process standard recurring entries
- Monitor adherence to established internal control structures
- Maintain Salesforce records for vendor and other records

Accounts Receivable

- Manage home order accounting, contract, membership dues invoicing, accounting for receivables, reporting, deliverables and other administrative functions to ensure successful and timely execution
- Manage contract closing periods and spend-downs; alert program directors of significant variances well in advance of contract closing periods
- Monitor deliverables and keep staff and customers informed about deliverables and timing

Grants and Donor Management

- Manage the grants requirements, including budget to actual, expense coding in compliance with the allocations plan
- Identify strategies to optimize the grants administration process



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- Be directly involved in grant writing by coordinating with the fundraising team
- Review and process grant budget worksheets and modifications in preparation for submission and reporting to funders
- Manage individual donor receivables, recording and reporting

Employee Payroll and Benefits Coordination

- Manage bi-weekly payroll administration, time record coding, and all supporting documentation
- Manage employee benefits and coordinate onboarding with the HR representative, including managing, obtaining signatures and filing employee benefits records
- Manage relationships with benefits vendors and ensure best price, benefits level and service provided for employees

Budget Preparation and Management

- Assist the Controller in preparing and reporting on the organization budget, including the allocation plan

Financial Reporting and Administration

- Report to Controller and assists in the preparation of monthly timely closeout and reconciliation financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- Assist the Controller in preparing Finance Committee agendas and resolutions
- Make recommendations to management for efficiencies, streamlined work flows and support staff efficiencies in methods for submitting bills for payments
- Complete special projects, as assigned, including research, data compilation, documentation and presentations for internal and external presentations
- Position requires cross training of duties to cover workload in case of extended absence
- Perform delegated responsibilities as designated by the supervisor in his/her absence
- Keep intellectual property, trade secrets, membership information and business planning information confidential
- Handle sensitive and confidential information
- Develop work plans and implement projects independently
- Other duties as assigned by senior staff



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General Qualifications:

- Advanced Microsoft Office skills including Excel, Word, PowerPoint and Outlook
- Advanced Salesforce skills a plus
- Advanced QuickBooks skills required
- Ability to keep and maintain confidential and secure records information
- Strong organizational, project management, multi-tasking and problem-solving skills, with attention to detail
- Ability to communicate effectively both orally and in writing; proofing of emails and documents required; accuracy and grammar skills are vital
- Embodies a positive attitude and a “get it done” approach to work and tasks
- Desire to work in a dynamic environment, have self-starter initiative, and a sense of responsibility
- Ability to learn new skills quickly
- Friendly and professional demeanor
- Fluent in English-language (Spanish-language proficiency a plus)
- Must be able to lift up to 25 lbs.
- Must be able to navigate stairs
- Ability to work in a fast-paced work environment
- Ability to provide very high accuracy with finances in a timely manner
- Next Step is committed to providing a productive and safe environment. To achieve that goal, we conduct background and reference check investigations for all final applicants being considered for employment

Education and Experience:

- Bachelor’s degree in accounting preferred.
- Five (5) years of professional experience in accounting, bookkeeping, and payroll administration and in a self-motivated role coordinating management activities for a multidimensional corporation, nonprofit or government agency.
- Benefits management experience a plus.
- Five (5) years’ minimum experience using Microsoft Excel, Outlook, Word and PowerPoint. Salesforce and QuickBooks experience strongly preferred.
- Must be able to create and run reports.
- Must be able to manipulate data in Excel and other databases.



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Work Hours and Environment:

- Office operating hours are 8:30 a.m. – 5:00 p.m.; occasional availability on evenings and weekends required.
- The position is located in Next Step’s main office in Louisville, Kentucky, or remotely through a virtual work environment.
- Casual dress in office, professional dress when meeting external partners.
- Background check, credit check and drug test required.
- Next Step offers paid time off, paid holidays, health insurance and other benefits.

Application:

Please send resume or CV, cover letter and three reference contacts to Shelly Trent at s.trent@nextstepus.org.