



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

Job Description

Senior Accountant

General Purpose

The Senior Accountant is responsible for accurate, timely accounting support to the Controller. This individual will perform a variety of complex and confidential duties that require a thorough knowledge of financial and accounting procedures. Must be adept and follow Next Step's Financial Management Policies, observing separation of duties and benefits administration.

Requirements

- Have a minimum 3-5 years of experience in Accounts Payable and Accounts Receivable.
- Have a minimum 3-5 years of QuickBooks experience.
- Have a background in nonprofit accounting.
- The base salary will be \$45K with a potential significant increase after 90 days, depending on performance
- Strong experience with Web-based meeting software and online file management tools.
- Position will be work-from-home in the northeast or north central Kentucky areas (Lexington, Winchester, Mount Sterling and Morehead).

Job Responsibilities

Accounts Payable –

- Process accounts payables transactions, adhering to internal dual controls.
- Prepare cash log and deposit records.
- Code expenses to grants and contracts, and ensure fiscal transactions comply with applicable grant requirements and GAAP accounting standards.
- Maintain vendor contractual records.
- 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.



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- 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 grant requirements, including budget-to-actual and expense coding in compliance with the allocations plan.
- Identify strategies to optimize the grants administration process.
- Coordinate with the fundraising team for grant writing purposes.
- 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 assist 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.



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- 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 the Controller, CEO or President/Founder.

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.
- Spanish-language proficiency a plus.
- 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

Education: Bachelor’s degree in accounting preferred.

Experience: 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.



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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.

Work Hours and Environment

- Office operating hours are 8:30 a.m. – 5:00 p.m.; occasional availability on evenings and weekends required.
- Position will be work-from-home in the northeast or north central Kentucky areas (Lexington, Winchester, Mount Sterling and Morehead).
- 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.