

## STAFF ACCOUNTANT/BOOKKEEPER JOB DESCRIPTION



**JOB TITLE:** STAFF ACCOUNTANT  
**CLASSIFICATION:** AT-WILL, FULL-TIME, EXEMPT  
**HOURS:** IN-PERSON - 8:30 AM – 5:00 PM (MONDAY – FRIDAY)  
**COMPENSATION:** \$50,000 - \$65,000 (DEPENDING ON EXPERIENCE & QUALIFICATIONS)

### SUMMARY

WINTER is a nonprofit organization with a mission to train, educate and prepare women for transformative careers in the construction industry. The Staff Accountant is a full-time position, reporting to the Executive Director. The person in this role will support the leadership of the organization on all financial affairs including reviewing financial statements, reconciling and preparing supporting schedules. This individual will also be responsible for general and inventory accounting, maintaining the organizations overall accounting systems, procedures and policies. We are seeking a self-motivated individual with strong organizational skills. The ideal candidate has excellent verbal and written communication skills, time management, and is able to adapt to a fast-paced environment. **Remote work is not available for this position.**

### RESPONSIBILITIES

- Provide financial oversight for the organization and be responsible for the entire range of financial management, from daily operations to high-level management
  - Oversee the annual finance planning/budgeting process and prepare the annual operating budget
  - Work with the Executive Director to develop/implement program and organizational budgets
  - Prepare monthly profit/loss balance sheet and cash flow financial statements
  - Monitor, interpret and present financial results of operations and programs each month
  - Serve as a financial liaison with the board providing financial reports
  - Coordinate the annual audit with an independent CPA and prepare the IRS 990 Form.
  - Oversee licensing, Secretary of State reporting, insurance and other reporting requirements
  - Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting
  - Manage accounts receivable/payable, journal entries, deposits.
  - Prepare budgets and financial reports for foundation grants and track reporting of foundation project/program budgets and expenditures.
  - Work with foundation and management teams for timely grant proposal and grant report submissions.

### MISSION

*To train, educate, and prepare women for transformative careers in the construction industry.*

- All accounting and bookkeeping functions, including familiarity and experience with QuickBooks accounting or similar software.
- Create and reconcile all filings/payments.
- Create and reconcile all additional external reports.
- Reconcile monthly bank statements.
- Create and prepare accurate Annual Financial Statements.
- Track invoices to accounts, paying bills and invoices.
- Maintain file system for accounting documents.
- Record payroll.
- Record and make payments to vendors.
- Interact with other staff regarding billing and other account inquiries.
- As needed, assist with the planning of activities and special events for participants.
- As needed, represent WINTER at public events.
- Other duties as assigned.

#### **REQUIREMENTS**

- Ability to gather data, compile information, and prepare reports.
- Strong organizational skills and attention to detail and accuracy.
- Ability to effectively manage time and work well under pressure of a fast-paced office environment, while maintaining confidentiality and professional conduct.
- Ability to work independently.

#### **REQUIRED QUALIFICATIONS**

- Four-year degree in Accounting, Business, Nonprofit Management, Finance, Economics, Math
- 3+ years' experience in nonprofit or business finance
- 3+ years in leadership role or independently leading a business function
- Mastery of GAAP accounting principles and practices
- Experience with audit requirements, documentation, and preparation
- Experience with grant negotiations, contract compliance, and financial reporting
- Ability to work in the United States

#### **WORKING ENVIRONMENT**

The working environment for this role is a professional office setting.

#### **BENEFITS**

- Medical and Dental Insurance
- 2 weeks of paid time off per year, sick leave, bereavement, and paid holidays
- IRA with employee match

**EQUAL EMPLOYMENT STATEMENT**

WINTER is an Equal Opportunity Employer that is committed to diversity and inclusion. All employment decisions are based on business needs, job requirements, and individual qualifications without regard to age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, race, religion, sexual orientation, veteran status and any other protections under federal, state, or local laws.

**APPLICATION PROCEDURE:** Send a cover letter and resume to: Women In Non Traditional Employment Roles/ Attn: Director of Operations Ms. Luz Flores at [LFlores@winterwomen.org](mailto:LFlores@winterwomen.org)