

National Health Care for the Homeless Council, Inc.

Position Description

Job Title:	Sr. Accountant
FLSA Status:	Non-Exempt
Reports To:	Director of Finance & Administration
Location:	Nashville, TN

Organizational Description:

The National Health Care for the Homeless Council is the premier national organization working at the nexus of homelessness and health care. Since 1986, the Council has brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. The Council's 200+ Organizational Members include Health Care for the Homeless programs, respite programs, housing, and social service organizations across the country.

Grounded in human rights and social justice, the National Health Care for the Homeless Council's mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness.

Job Summary:

The Sr. Accountant is responsible for handling all fundamental aspects of the Council's financial recordkeeping, including but not limited to entering accounts payable and accounts receivable, reconciling net asset accounts, and creating financial reports. The Sr. Accountant works closely with the members of Finance and Administration team to complete tasks. This position requires occasional travel to conferences and other off-site trainings.

Job Responsibilities Include:

Accounting

- Ensures compliance with applicable standards (i.e. GAAP, FASB), rules, regulations, and systems of internal controls.
 - Accurate input of AP, AR, cash disbursement, cash receipt transactions, journal entries and related transactions into MIP.
 - Tracks prepaid expenses and ensures they are expensed at the appropriate time.
 - Tracks deferred revenue monthly ensuring dollars match the balance sheet.
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- Reconciles all accounts on a regular basis with liability accounts being reconciled at least monthly.
- Accurately maintains all related vendor information including W-9 forms.
- Assist with monthly invoicing as requested.
- Maintains the chart of accounts, enters new codes and updates as needed.
- Enters budgets in MIP and updates as required.
- Assists with month end and fiscal year closing.
- Assists with reconciling monthly credit card and bank statements and related transactions.
- Assists with the annual audit and 990.
- Creates financial reports for agency, teams, funders and other reports as requested.
- Researches and answers questions that arise from staff review of financial statements.
- Assists with the maintenance and development of Council fiscal policies and procedures.

Payroll and Benefits

- File and remit payroll taxes and other financial obligations using Aatrix.
- Enroll and maintain employee information in MIP for benefits, taxes etc.
- Provides back up for payroll processing and related functions.

Education, Experience and Skills Required:

- BA or AA accounting degree required.
- Minimum six years responsible accounting or bookkeeping experience in a nonprofit including accounts payable, accounts receivable, payroll, general ledger and financial reports, or an equivalent combination of education, training and experience.
- Experience with MIP preferred.
- Experience with Uniform Guidance, GAAP and FASB.
- Intermediate knowledge and experience with Microsoft Word, Excel and Outlook.
- Able to operate calculator, computer and other general office equipment.
- Ability to perform several tasks concurrently with ease and professionalism.
- Must be able to meet deadlines, have an eye for detail and follow instructions well.
- Possess strong ability to work independently.
- Ability to maintain confidentiality.

Physical Requirements:

- Lifting up to 20 pounds.

Personal Characteristics:

- Be supportive of the stated mission and values of the organization.
 - High degree of personal organization.
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- Self-motivated and able to work with minimal supervision.
- Able to adapt to a changing work environment and manage a variety of different tasks.
- Able to communicate effectively with a variety of individuals and organizations.
- A collaborative team approach to organizational tasks.
- Exceptional interpersonal and customer service skills.

Additional Information:

Salary: Commensurate with experience

Benefits: Comprehensive benefits package

How to apply: Please submit a resume and cover letter with salary requirements to Melanie Harper, Director of Finance and Administration, at mharper@nhchc.org. Applications without cover letters will not be considered. No phone calls, please.

The National Health Care for the Homeless Council is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other characteristic protected by federal, state, or local law.
