



Job Description: NCCAA Staff Accountant

About NCCAA:

North Carolina Community Action Association (NCCAA) is a trusted resource and proven advocate for our statewide network of 33 Community Action Agencies. We are here to give voice to the needs, concerns, and stories of NC's disadvantaged and low-income citizens, as well as, shed light on the collective impact of community action agencies.

NCCAA collaborates with community members, local governments, public and private partners, and thousands of local volunteers to invest in holistic community-based, anti-poverty strategies.

Job Description:

The Staff Accountant/Bookkeeper will be responsible for maintaining accurate financial records, ensuring compliance with accounting standards, and supporting the financial operations of the organization. This role involves a variety of accounting tasks, including bookkeeping, financial reporting, budgeting, and assisting with audits. The ideal candidate will have a strong background in accounting, excellent organizational skills, and a passion for nonprofit work.

Key Responsibilities:

The Staff Accountant will work closely with the Chief Financial Officer, duties will include but are not limited to:

- Record daily financial transactions and maintain the general ledger.
- Reconcile bank and credit card accounts monthly.
- Manage accounts payable and receivable, ensuring timely invoicing and payments.
- Process payroll and maintain payroll records in compliance with tax and employment laws.
- Track and manage organizational expenses and employee reimbursements.
- Maintain detailed records of grant and fund expenditures.
- Track and report on grant funds and assist in grant budgeting.
- Compile monthly, quarterly, and annual financial statements.
- Ensure compliance with federal, state, and local regulations, including tax filings.
- Assist with annual audits and provide necessary documentation.
- Work with Program Manager/Evaluation team to make programmatic adjustments based on preliminary evaluation findings, as needed
- Earn and/or participate in relevant evidence-based certifications/training, as needed
- Other duties as assigned

Qualifications:**Education and Experience:**

- Bachelor's degree in accounting, Finance, or related field.
- Minimum of 2-3 years of experience in accounting or bookkeeping, preferably in a nonprofit setting.

Skills and Competencies:

- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite (Excel, Word).
- Strong understanding of accounting principles and nonprofit accounting standards.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.

Certificates, Licenses, Registration: Valid North Carolina driver's license

Drug Testing & Background Check: Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

As a condition of employment, the candidate must undergo a criminal conviction investigation. Conviction(s) revealed through the background check may not necessarily result in a bar to employment. All convictions are evaluated on a case-by-case basis, considering the nature and gravity of the conviction, time elapsed since the conviction, and job-relatedness.

Physical Demands & Working Environment: The duties of this job are regularly performed in a normal office environment. This position generally works 24 hours per week with occasional evening or weekend hours. Periodically, the employee may work remotely and be expected to meet outside the office and coordinate events at other locations. The employee is expected to meet the physical demands to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General: This job description describes the general nature and level of work performed by the employee assigned to this position. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a

disability.

Notice of Nondiscrimination: The NCCAA is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability,

or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of the NCCAA to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, NCCAA is committed to maintaining a work environment that is free of unlawful discrimination and harassment.

Accordingly, NCCAA will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, or customer of NCCAA.

How to Apply: Interested professionals should provide their resume and salary expectations by email only to Aimal.Noori@nccaa.net.