Staff Accountant
Location: Raleigh, NC

Job Summary:
The Staff Accountant will support the core accounting and financial operations of the North Carolina Community Action Association (NCCAA), including accounts payable, accounts receivable, bank reconciliations, grant accounting, month-end close, and financial reporting. This role ensures that financial transactions are recorded accurately and on time, that documentation is maintained for audit and compliance purposes, and that grant-related financial activity is tracked in accordance with funder requirements and applicable reporting guidelines. This is a full-time (40 hours per week), benefits-eligible position that will report to the NCCAA Finance Manager or other designated finance leader.

Key Responsibilities:

- **Accounts Payable:**
  - Review, code, and process vendor invoices and payment requests in accordance with organizational policies and approval workflows.
  - Prepare payment batches, check requests, and ACH payments, and maintain accurate vendor records.
  - Retain supporting documentation for audit readiness and resolve vendor inquiries and invoice discrepancies.
- **Accounts Receivable:**
  - Record receivables, deposits, reimbursements, and other incoming funds in a timely manner.
  - Track outstanding balances and maintain funder and grant-related receivable documentation.
  - Reconcile receivable activity to supporting schedules and the general ledger.
- **Bank Reconciliations and Month-End Close:**
  - Complete monthly bank reconciliations for assigned accounts within established close timelines.
  - Research and resolve reconciling items, discrepancies, and outstanding transactions, escalating as needed.
  - Support month-end and year-end close, including AP/AR cutoffs, accruals, journal entries, and balance sheet account reconciliations.
- **Grant Management and Reporting Support:**
  - Track grant expenditures, budgets, and allowable costs by funder, program, and reporting period.

    - Perform monthly reconciliations of grant tracking schedules to the general ledger and research differences.
    - Prepare reimbursement requests and grant financial reports, monitoring balances, spending deadlines, and reporting schedules.
    - Identify and document budget-to-actual variances and escalate potential compliance concerns to finance and program leadership.
- **Financial Reporting:**
    - Prepare internal financial reports, supporting schedules, rollforwards, and general ledger tie-outs for management review.
    - Draft variance explanations (actual-to-budget, current-to-prior) and coordinate follow-up with program and finance staff.
    - Provide schedules and documentation for audits, monitoring visits, board reporting, and funder reviews.

Recurring Deliverables and Timelines:

- **Daily/Weekly:** Properly coded and documented AP transactions, posted receipts and AR updates, and updated grant tracking schedules.
- **Monthly:** Completed bank reconciliations, grant reconciliation packages, assigned account reconciliations, and close and reporting support schedules.
- **Quarterly/Per Funder Cycle:** Grant reimbursement requests, funder financial report support, and quarterly financial report schedules.
- **Annually/As Needed:** Audit schedules, year-end close support, and documentation for compliance reviews and monitoring visits.

Qualifications:

- **Education:** Bachelor's degree in Accounting (required), or a related field with a concentration in accounting.
- **Experience:**
    - Minimum of five (5) years of accounting experience in the not-for-profit industry.
    - Familiarity with grant reporting guidelines, including documentation, allowable cost tracking, and reporting deadlines.
    - Working knowledge of accounts payable, accounts receivable, reconciliations, and general ledger activity.
- **Skills and Competencies:**
    - Strong attention to detail, organizational skills, and ability to meet recurring deadlines.

- Ability to maintain accurate records and handle confidential financial information with discretion.
- Effective written and verbal communication skills.
- Proficient in Microsoft Excel and the Microsoft Office Suite.

Preferred Qualifications:

- Experience with accounting systems used by not-for-profit organizations.
- Familiarity with fund accounting, cost allocation, and restricted funding sources.
- Experience supporting grant reimbursement requests, funder reports, or audit documentation.
- Ability to work collaboratively with finance, program, and administrative teams.

Performance Expectations:

- AP and AR transactions are processed accurately and on time, and bank reconciliations are completed by established deadlines.
- Grant expenditures are consistently tracked and documented, and reporting support meets funder guidelines and deadlines.
- Financial reports and close schedules are accurate and organized, with records maintained to support audit readiness and internal controls.

Work Environment:

- This position requires a reliable mode of transportation and may involve occasional travel for meetings, monitoring visits, and trainings.

Compensation: $62,000 – $68,000 base salary, depending on experience, plus benefits.

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 40 hours per week with occasional evening or weekend hours during close,

audit, or reporting deadlines. The employee is expected to meet the physical demands to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

General: This job description covers 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 cover letter by email only to Annette.Bryant@nccaa.net. Please put “NCCAA Staff Accountant” in the email subject line.

Application Deadline: Friday, November 20, 2026