



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Staff Accountant**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description: The Staff Accountant is a critical member of the Alliance's Finance Team, responsible for supporting the organization's financial operations, ensuring accuracy in financial records, and contributing to overall fiscal health. This position handles day-to-day accounting transactions, financial reporting, and compliance tasks while assisting with more advanced accounting functions such as grant management, budget support, and year-end reconciliation. The role requires strong attention to detail, advanced technical and organizational skills, and the ability to work collaboratively across teams.

Specific Duties of the Position:

- Process and review check and ACH payment requests from program staff, ensuring proper documentation and compliance with organizational policies.
- Manage and maintain the accounts payable ledger, including regular reconciliation.
- Communicate with vendors regarding invoices, payments, and discrepancies.
- Review, process, and reconcile corporate credit card transactions monthly.
- Train and assist staff with expense submissions and ensure compliance with organizational guidelines.
- Prepare monthly reconciliations for accounts payable, credit cards, and bank accounts.
- Support the Finance Director in completing monthly and year-end financial reconciliations.
- Assist with tracking expenditures to ensure compliance with restricted funding requirements.
- Work with admin and program staff to provide financial data for grant reporting and invoicing.
- Collaborate with the Finance Director in preparing annual budgets and forecasting, including gathering and analyzing financial data.
- Assist with the annual audit by preparing schedules, documentation, and addressing inquiries.
- Contribute to developing and implementing improved financial policies, systems, and procedures.
- Process expense allocations in conjunction with the Finance Director.
- Process bi-monthly payroll in conjunction with the HR Manager.
- Provide financial guidance and training to staff as needed.
- Help maintain accurate and organized financial records in compliance with retention policies.

Qualifications & Experience:

- Bachelor's degree in accounting, finance, or related field required.
- CPA or progress toward CPA certification. The Alliance offers professional development funding in support of certification obtainment and maintenance.
- 2+ years of relevant accounting experience (including internships); nonprofit accounting experience preferred.
- Proficiency in accounting software (the Alliance uses Sage Intacct).

- Advanced knowledge of Microsoft Excel and Google Sheets, including formulas, pivot tables, and data analysis.
- Familiarity with Generally Accepted Accounting Principles (GAAP); knowledge of nonprofit-specific financial practices is highly desirable.
- Exceptional attention to detail and accuracy in data entry and financial reporting.
- Strong problem-solving skills and ability to analyze financial data.
- Excellent organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Effective verbal and written communication skills, with the ability to explain financial matters to non-financial staff.
- Ability to work independently and collaboratively in a team environment.
- Knowledge of restricted vs. unrestricted fund accounting is a plus.
- Experience preparing for and supporting annual audits is a plus.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, and religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships, and program delivery. If you meet more than 75% of the qualifications of this description, we encourage you to apply.

Supervision: This position reports directly to the Finance Director.

Hours and Location: The Staff Accountant is based out of the Alliance's Annapolis office, though predominantly remote applicants will be considered. The position is full-time (40 hours per week).

Salary: \$65,000 - \$75,000 annual salary. Competitive benefits available (health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, holiday and other leave, and more).

Application: The information listed below should be emailed to careers@allianceforthebay.org no later than **Sunday, January 26, 2024**. Indicate Staff Accountant in the email subject line. No telephone inquiries, please.

- Please include a copy of your resume, and a written response to the following prompts:
 - Please provide examples of your experience working with nonprofits, including the types of tasks you performed.
 - Tell us about your ideal career path, and please include how a CPA license fits into your vision.
- A list of 2 professional references and their contact information.