



General Accountant

Status: Non-Exempt
Supervisor: CFO

Full Time Position: Monday-Friday
Department: Accounting

Summary:

Assist CFO and finance department by creating and analyzing income, expense, payroll, etc. to understand the financial circumstances of the organization. NVCH is looking for a key player to provide advanced bookkeeping to support our clients and vendors, Help and assist accounts payable & receivable, payroll, and conducting other tasks related to finance and reporting.

Responsibilities

- Performing the accounts receivable and accounts payable process for multiple clients
- Prepare and book payroll allocations
- Overseeing bookkeeping automation, including bank and credit card feeds, bank rules, transactions from 3rd party apps, and transactions from .csv files
- Making sure that all transactions are properly classified, authorized, and documented to the useful extent
- Inquiring about transactions with incomplete information; following up rigorously until that information is obtained
- Upholding existing accounting processes promptly
- Coordinating with the CFO for business intelligence requirements for their analysis and compliance flags
- Coordinating with the operations team to update the documentation of improved bookkeeping processes and to flag when a client doesn't follow an established process
- Completing special projects such as investigating, troubleshooting transactions

Skills and Competencies

- Be able to design workflows and push technology apps beyond their limits
- Ability to have difficult conversations and think on your feet even though you do not have all the answers (you have got to know how to Google!)
- The ability to self-organize and keep multiple projects on task and on time is key
- Empathy, patience with teaching others how to use technology, and the ability to switch gears when needed
- 2-3 years finance or accounting experience with increasing responsibilities required
- Advanced spreadsheet skills using Google Sheets and Excel
- Yardi Software experience (**Required Yardi Accounting**)
- Prior experience working in a remote setting using video conferencing tools
- Must be comfortable with cloud-based technologies and document storage tools
- Must be able to work during regular business hours - Monday through Friday

Benefits

- Health Insurance
- Paid Holidays
- Vacation
- Sick Leave
- 403b Matching
- Dental
- Flex plan
- A flexible work environment (Partial Remotely)
- Professional growth and development opportunities with ongoing training

If this job sounds like an excellent fit for you, we want to talk to you. If you meet at least 70% of the criteria above including Yardi accounting experience, please apply.

Job Type: 32 to 40 hours per week