

Accountant

N Street Village

N Street Village (NSV) is a leader on issues related to the prevention and elimination of homelessness, especially among women. NSV is a diverse and dynamic community that treats staff, clients and friends with compassion, dignity and respect.

N Street Village (NSV) was founded in 1973 by the Luther Place Memorial Church, as an inter-faith response to the suffering of the poor in our nation's capital. NSV is located in an award winning 152,000 square foot facility in Northwest DC. Services for homeless and low-income women include a day center, night shelter, wellness center, employment center, addiction recovery programs and community living for those with mental illness and substance addiction. Please review our Website, www.nstreetvillage.org.

Description

The Accountant reports to the Director of Operations and Finance and works with fundraising staff, external auditors and outsourced CPA to ensure that monthly financial statements are accurate and that they provide value to the organization. This is not an entry level position. The successful candidate will have technical capacity, emotional maturity, team spirit and the willingness to tackle complex projects while maintaining the core functions.

Specific duties include:

- Preparing bi-weekly payroll files and managing the payroll process
- Reviewing and entering income transactions processed by fundraising staff
- Preparing financial reports on restricted donations
- Performing journal entries and accruals; reconciling balance sheet accounts monthly
- Managing accounts payable, vendor contracts and assisting with purchases
- Administering HR functions related to payroll and compliance requirements
- Preparing schedules for the external audit and collecting information for the Form 990
- Preparing monthly financial statements including performance against budget
- Performing quarterly cost allocations in order to report on program and activity costs
- Assisting in the budgeting process
- Analytical support for a variety of projects and process improvement initiatives

Qualifications:

- BS in accounting with at least 2 years of experience
- Masters degree or CMA or CPA certification is preferred
- Knowledge and experience dealing with nonprofit accounting issues
- Advanced skills in QuickBooks and Excel
- Excellent oral and written communication skills
- Ability to identify inefficiencies and risks and then recommend corrective actions
- Cultural competence and skill in working with diverse stakeholders

Your resume and cover letter should be submitted via **email** in WORD or PDF format to: finance@nstreetvillage.org

Competitive salary (\$54-63k) and benefits package including 100% employer paid health insurance.

Please include your name and "NSV Accountant" in the subject line of the email. Phone calls will not be accepted.