



NATIONAL SKILLS COALITION

Every worker. Every industry. A strong economy.

Accounting Associate

[National Skills Coalition](#) (NSC) seeks an Accounting Associate to manage the financial operations of our growing national bi-partisan policy organization.

The National Skills Coalition is a broad-based network of leaders (business, labor, educators, advocates, et.al.) who want America to grow its economy by *investing in its people*, so that every worker and every industry has the skills to compete and prosper. A greater diversity of Americans will have access to a better life, and a greater diversity of U.S. businesses will see growth, if job-driven, skills-based training is a more central part of our nation's workforce, education, economic and anti-poverty policies. With an annual budget of \$7.6M and a staff of 30, we engage in coalition-building, analysis, technical assistance, communications and advocacy to advance state and federal policies informed by the partnerships and expertise of our members. NSC's [national advocacy network](#) draws from over 35 states, including [several national initiatives](#) as well as [more than 20 active state coalitions](#).

The Accounting Associate is a hands-on individual who can work independently as well as collectively maintaining all data input into the accounting systems and providing reports and analysis as directed by the Controller. Work with Controller to ensure that all monthly transactions are recorded in a timely and accurate manner. Support the efforts of NSC's Operations Team, which includes administrative, finance, fundraising, and human resource functions.

This position is based in Washington, DC.

We are looking for someone with:

- A solid understanding of Generally Accepted Accounting Principles;
- An understanding of financial management and accounting in grant-driven nonprofit organizations;
- The ability to effectively use technology to communicate/collaborate with colleagues and manage work;
- A relentless attention to detail, with exceptional organization and time-management practices; and
- A passion for NSC's mission to promote greater economic opportunity for a range of students and workers in this country.

Responsibilities include:

Financial Management

- *Budgeting*: Enter yearly approved budgets into accounting system.

- *Reporting:* Prepare quarterly expense reports for Executive Director to be reviewed by Board Treasurer. Assist Controller with preparing monthly and monthly financial report for Executive Team and Board.

Accounting

- *Compliance:* Monitor the Accounting Policies and Procedures to ensure high-quality internal controls and compliance with GAAP standards.
- *Systems:* Record daily financials transactions from the bank and online contributions. Prepare and post transactions to the General Ledger manually and from subsidiary systems such as Bill.com and Tallie. Sync Bill.com activity daily and Tallie expenses monthly. Prepare and submit subtenant rent monthly and copier usage quarterly. Activity track reimbursable expenses due to NSC. Assist in preparing payroll, including management of payroll vendor, and maintain all personnel records. Process payables, receivables, and employee expense reporting. Provide input for systems improvements. Coordinate payables data entry by Administration Assistant.
- *Audit:* Assemble information for external auditors for the annual audit.
- *Reimbursables Management:* Track reimbursables due to NSC to ensure travel reimbursements and miscellaneous reimbursements are being received timely.
- *Other duties as assigned*

Human Resources

- *Benefits:* Enroll new employees in benefits and ensure proper termination of benefits for departing employees. Maintain historical records by filing documents.

Qualifications include:

- Associate's degree in accounting or business administration or 3-5 years of equivalent business experience.
- Understanding of grants management.
- Excellent understanding of accounting systems, including strong proficiency in Excel and QuickBooks and Intacct
- Desire to be part of a small pro-active team that highly values collaboration.

Compensation: Competitive salary. Excellent benefits package, including employer-paid health and dental, retirement plan, life and disability insurance and generous vacation policy.

To Apply: Please send cover letter, resume, and salary requirements to: jobs@nationalskillscoalition.org, subject line: NSC – Accounting Associate. No phone calls please.

National Skills Coalition is an Equal Opportunity Employer. Women and people of color are strongly encouraged to apply.