

Accounting and Finance Associate

Are you an experienced accounting professional who is looking for a position in which you will get to perform a wide variety of accounting and business office assignments in a remote environment? We are hiring a motivated, competent accounting professional to join our team to perform full cycle bookkeeping, financial report preparation, and other financial analytical projects for our clients.

This position can be exclusively remote work, though there may be some onsite work if you prefer it and are able to visit our client locations. This is a part-time position and the hours for this position will vary, depending on the needs of our client base. This could even be a 'moonlighting' gig – if you have that kind of flexibility, then this may be the perfect job for you!

Stonecipher Consulting is a woman-led firm, founded by Brenda Stonecipher, MBA, CPA in 2018. Its mission is grounded in the belief that arts, education, and culture are the bedrocks of our society. It aims to make great leaders and great organizations even better. We provide strategic financial and operational consultancy services.

Specific responsibilities may include any or all of the following:

Accounting

- Maintain comprehensive General Ledger accounting records and financial reporting system utilizing QuickBooks accounting solutions (our clients use both desktop and online versions), Xero, or other cloud-based accounting apps.
- Prepare and document accurate, timely journal entries.
- Establish and maintain effective systems for tracking the use of restricted funds using sound fund accounting principles.
- Oversee effective performance of key accounting functions including cash disbursements, cash receipts, accounts payable, and accounts receivable
- Prepare and update cash flow projections; monitor balances of client cash accounts.
- Prepare financial records and documentation for independent audit, including preparation of schedules of information as requested by the independent auditor.
- Perform other accounting project work, based on client needs.

Payroll & Benefits

- Prepare client payroll information and enter into payroll system for processing.

- Review and ensure the proper payment of client payroll taxes.
- Administer eligibility and enrollment of client employees on benefits portals.
- Calculate employee payroll deductions for benefits contributions, retirement, and other needs.

Reporting & Compliance

- Prepare monthly financial statements.
- Prepare financial information for client management, committees, and board meetings.
- Track budgets and prepare budget status reports for clients' managers.
- Prepare and submit reports to regulatory agencies on our clients' behalf.
- Prepare financial information for the client's tax filings.

Recordkeeping

- Maintain an effective virtual filing system for all AP, AR, general ledger, and payroll transactions that will be available for the client's audit.
- Follow established internal accounting control system procedures for each client, creating proper documentation of actions and activities.

Desired Experience, Knowledge, Skills and Abilities

- BA in accounting or another relevant field; CPA or CPA eligible preferred.
- Minimum of 3 years of progressively responsible experience as an accounting professional in a nonprofit setting.
- Must have 'above average' functional knowledge of Quickbooks desktop and online versions and Microsoft Excel.
- Demonstrated understanding of GAAP for nonprofits, including the ability to prepare GAAP basis financial statements.
- Detail-oriented, with the ability to maintain a high level of accuracy on all work activities.
- Excellent organizational skills, including ability to respond to multiple priorities to meet varying deadlines.
- Strong work ethic and a high level of professionalism.
- Demonstrated problem solving, critical and creative thinking skills.
- Ability to oversee and safeguard confidential and sensitive information.
- Virtual work experience with demonstrated success.
- Must have access to reliable high-speed internet.

To apply for this position, send a cover letter and resume to brenda@stoneciphercg.com. In your letter, please indicate the approximate number of hours you are available for work on a weekly basis and what working hours you are generally available (e.g., before noon, 8am-4pm, after 5pm, etc.).