

Newcap, Inc. is seeking a dedicated and detail-oriented Senior Accountant to provide vital support to our CFO/Finance Director while also leading a small team of two additional accounting staff members. This role will be crucial in assisting with day-to-day financial operations and managing key financial areas such as accounts payable, balance sheet reconciliations, journal entries, financial reporting, and grant management. If you have a strong understanding of accounting principles, excellent organizational skills, and a passion for leading a collaborative team, we would love to meet you.

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### What You'll Do

- Assist the CFO/Finance Director with various financial tasks and reporting to ensure the smooth operation of the finance department.
  - Support with year-end closing and participate with external audits including schedule preparations.
  - Serve as a backup for accounts payable functions, ensuring timely and accurate processing of invoices and payments.
  - Help reconcile balance sheet accounts, particularly grants receivable and other related accounts, monthly.
  - Prepare and enter journal entries, including those related to grants receivable and CSBG program allocations, ensuring accuracy and proper documentation for audit purposes.
  - Prepare and submit clear, accurate, and timely financial statements to funding sources and program directors, ensuring compliance with reporting requirements.
  - Assist with monthly grant payment requests, ensuring proper documentation and reporting. Support the closeout of grants and provide detailed information for auditors to ensure financial details are closed out correctly.
  - Stay updated on financial regulations (e.g., GAAP, CFR 200) to ensure the organization complies with all relevant fiscal guidelines.
  - Lead and mentor a small team of 2 additional accounting staff members, ensuring tasks are completed on time, and maintaining high standards of accuracy and efficiency.
  - Foster a collaborative, positive work environment by providing guidance, training, and development opportunities for team members.
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### What You Need

- A degree in Finance, Accounting, or a related field.
  - Experience in nonprofit accounting with grant management and compliance.
  - Proficiency with accounting software (we use Blackbaud – Financial Edge NTX accounting software).
  - Strong understanding of accounting principles, financial reporting, GAAP, and CFR regulations.
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### Why Join Newcap?

Newcap, Inc. is a private nonprofit Community Action Agency with a mission to help individuals move from poverty to economic security, while enhancing community development. Our vision is a world of hope, inclusion, and social justice where poverty has been overcome, people are met where they dream, and all live with dignity and security.

By joining us, you will not only have a fulfilling career but also contribute to the larger goal of making a meaningful impact in the community.

### What We Offer

- Full-time, stable, year-round employment
- Flexible workweek
- Over 4 weeks of paid time off in year one
- 16 paid holidays
- Comprehensive medical, dental, and vision insurance with low or no premiums for you and your family

- HSA contributions
- 403b retirement plan with company match and 100% vesting from the first contribution
- Wellness programs, disability coverage, and employee assistance
- Ongoing training and professional development
- Employee and family events
- Family-friendly work environment

If you're looking for an opportunity to contribute your skills and experience in a way that directly benefits the community, Newcap, Inc. is the place for you. Apply today to be a part of something bigger!