# Career Opportunity: Accounting Analyst

## Organization Overview

The National Institute for Children’s Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children’s health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children’s health. NICHQ is located in Boston, MA.

## Position Overview

Reporting to the Senior Director of Finance, the Accounting Analyst is responsible for maintenance of project financial accounting, reporting and month end close. The Accounting Analyst is also responsible for developing and assuring implementation of accounting policies and procedures to ensure financial transactions are executed and documented in accordance with generally accepted accounting principles and funder requirements. The Accounting Analyst supports the Senior Director of Finance and the Senior Accounting Manager in leading the annual budget and forecast process and works closely with project and development counterparts to develop and maintain project budgets and ensure projects stay on track.

## Summary

* Salary: Commensurate with experience
* Career Level: Senior management position within the organization
* Status: Full Time Employee
* Education: Bachelor’s degree in Accounting required, Master’s degree
* Reports to: Senior Director of Finance
* Career Path: Finance, Grant Management, Program and Business Development roles as well as other opportunities based on preference and qualifications

## Responsibilities

* Responsible for all aspects of accounting operations, including the monthly and year end closes related to projects. Oversees all project transactions related to general ledger, receivables, payables, payroll, capital assets, prepaid expenses. Maintains files that include current financial reports, analysis and budgets for all projects.
* Creates invoices for project billing and books project revenue.
* Responsible for analyzing project financial position, comparing it to the budget, investigating variances and making recommendations to Senior Director of Finance, Senior Accounting Manager and budget owners.
* Support forecasting (and re-forecasting) throughout the year to ensure optimal project financial performance. Works closely with the Senior Director of Finance, Accounting Manager and budget owners to make timely adjustments to budget as dictated by changes in funding, staffing, expense planning or other unplanned activity.
* Prepares and distributes a standard monthly project financial reporting package for Senior Director of Finance. This includes supporting schedules to analyze budget vs. actual variances for current month and year-to-date.
* Leads any special financial projects as requested by the Senior Director of Finance and Senior Accounting Manager
* Ensures all financial reports required by funders are completed, accurate, and submitted on time.
* Back up for semi-monthly payroll processing in ADP.
* Requirements
* Bachelor’s degree in Accounting required, Master’s degree and CPA preferred
* Minimum of 3-5 years’ management experience in accounting / finance function required Proficiency with office systems and computers, including Microsoft Office, Great Plains accounting, ADP
* Not-for-profit (501c3) experience preferred
* Government Funding and invoicing experience strongly preferred.
* Must be able to pass a criminal and financial background check

## Qualifications

* High degree of attention to detail, with the ability to also see and communicate the big picture
* Excellent interpersonal communication
* Excellent organization skills
* Ability to function independently within a fast-paced, changing environment.
* Ability to develop timelines and meet deadlines
* Excellent customer service skills
* Ability to handle and prioritize multiple tasks
* Willing to live NICHQ’s organizational values: agile, bold, productive, fun, honest, learn and share, recognition, respect, teamwork, visionary
* Extremely reliable and trustworthy
* Willingness to embrace and actively support the unique culture and values of NICHQ.

To apply, visit: https://workforcenow.adp.com/jobs/apply/posting.html?client=nichq&ccId=19000101\_000001&type=MP&lang=en\_US