

Accountant

NAMI Keystone Pennsylvania is looking for an experienced Accountant, knowledgeable in non-profit and government contract accounting. This position reports to the Chief Operating Officer and is a busy working environment.

Essential Duties and Responsibilities:

- Develops budget reports, preparation and analysis of budgets
- Maintains accounts receivable/payable ledgers ensuring appropriate allocation of all revenues and expenses in Quickbooks.
- Performs month-end closing procedures, journal entries, variance analysis and reconciliation of investment and bank statements.
- Prepares invoices to foundation and government funders; monitors and reports on further contract and grant balances.
- Prepares and interprets financial statements and analysis for management and Board
- Oversees audit functions, coordinate activities with outside audit firm and reviews Form 990 preparation.
- Staffs the Finance Committee of the Board of Directors and works closely with the Treasurer.
- Prepares short and long-term financial forecasts of financial performance for use with internal management and Board.
- Maintains systems and controls to protect the financial assets of the organization.
- Ensures compliance with policy and procedure manual and federal rules and regulations.
- Ensures GAAP and regulatory compliance

Qualifications:

- Bachelor's degree in Accounting, Finance, Business with an emphasis in Accounting.
- At least 3-5 years accounting experience in a nonprofit environment.
- Proficiency in all aspects of nonprofit accounting and government contracts.
- Advanced knowledge of QuickBooks and experience designing and using advanced spreadsheet application.
- Excellent analytical and planning skills, including the ability to read, analyze and interpret financial reports and the ability to recommend sound business decisions based on data and statistics.
- Excellent communication and relationship building skills with an ability to work with diverse stakeholders.
- Act 33, 34 and FBI Clearances required.
- Interest in mental health a plus!

NAMI Keystone Pennsylvania is a 501(c) 3 grassroots, nonprofit organization dedicated to improving the lives of children, adolescents, adults and families affected by mental illness through recovery-focused support, education, and advocacy. NAMI Keystone Pennsylvania is the official state organization in Pennsylvania for the National Alliance on Mental Illness, the nation's largest grassroots mental health organization. Interested candidates should send a cover letter and resume to dference@namikeystonepa.org no later than July 30, 2018.