



Connecting people of all ages to  
a world of opportunities through  
literacy and creative expression.

**TITLE: Nonprofit Staff Accountant**  
**REPORTS TO: Executive Director**  
**STRATEGIC PARTNER: Fractional CFO**  
**STATUS: Regular, Full-time, Exempt**  
**PRIMARY TOOLS: QuickBooks Online, Bill.com**

### **ORGANIZATION AND MISSION**

Literacy Connects is a 501(c)(3) non-profit organization with a mission of *connecting people of all ages to a world of opportunities through literacy and creative expression*. The core values that influence our organizational direction are **opportunity, creativity and imagination, collaborative relationships, joy, and transformational learning**. We seek people who are passionate, committed to the mission, adaptable, willing to take initiative, collaborative, and joyful. We are positive and always try to work from a place of gratitude.

### **Job Summary**

The Nonprofit Staff Accountant manages all daily nonprofit financial operations, fund accounting, and compliance workflows. This role serves as the central hub of our financial network, executing day-to-day transactions and translating operational data for our Fractional CFO. The position reports directly to the Executive Director (ED) and ensures the organization remains audit-ready, donor-compliant, and fiscally sound. The job requires onsite work. **Note on Scope:** Payroll is managed by an external HR provider, and a specialized contractor handles monthly credit card/bank reconciliations.

### **Key Responsibilities**

- **Ledger Ownership & Systems Management:** Maintain the general ledger in QuickBooks Online. Oversee accounts payable workflows using Bill.com, ensuring proper approvals and internal controls.
- **Nonprofit Fund Accounting:** Track, record, and allocate restricted and unrestricted revenue. Ensure all expenses match donor intents and grant requirements.
- **General Financials:** Tend to remote deposits, daily cash logs, prepare and track the invoicing process, and generate checks for payments.
- **Contractor & Vendor Liaison:** Act as the primary point of contact for the external credit card reconciliation contractor. Provide receipts, statement details, and correct class/program funding codes to ensure flawless ledger accuracy.
- **Annual 1099 Compliance:** Own the year-end vendor compliance cycle. Collect and track IRS W-9 forms from contractors, monitor reporting thresholds, and handle the formal generation and e-filing of Form 1099-NEC and 1099-MISC.
- **Fractional CFO Collaboration:** Prepare clean, accurate monthly financial trial balances. Partner with the Fractional CFO to deliver final monthly reports, budget-to-actual variances, and year-end statements.
- **Executive Director and Department Directors Support:** Provide the ED and Department Directors with real-time visibility into cash flow, expense tracking, monthly department P&L statements to guide day-to-day decision-making.
- **Grant & Invoice Compliance:** Generate precise financial documentation and reimbursement invoices for grant funders. Ensure proper tracking of multi-year or conditional awards.



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- **HR Agency Coordination:** Record final payroll numbers in QuickBooks Online.
- **Audit & Tax Prep:** Keep digital receipts and files organized. Assist Fractional CFO during the annual audit and IRS Form 990 preparation.

### Qualifications

- **Experience:** 3+ years of accounting experience, with a minimum of 2 years in nonprofit accrual accounting.
- **Technology Mastery:** Proven, hands-on experience using QuickBooks Online and Bill.com (or comparable platform) in an integrated environment. Google Drive, SharePoint, and LastPass experience preferred.
- **Accounting & Tax Knowledge:** Solid understanding of GAAP nonprofit standards, net asset restrictions, expense allocations, and IRS 1099 filing regulations.
- **Communication Skills:** Exceptional collaborative communication skills to manage workflows with Program Directors, Donor Database manager, external stakeholders, Fractional CFO, and reconciliation contractor.
- **Work Style:** Self-starter, able to manage daily tasks and deadlines without direct oversight.

### Compensation & Benefits

- **Salary Range:** \$48,000 – \$62,000 / year (commensurate with experience), with competitive benefits package and generous PTO

**Hours:** Literacy Connects is open 9 am to 5 pm, Monday to Friday.

**To Apply:** Send cover letter and resume to [humanresources@literacyconnects.org](mailto:humanresources@literacyconnects.org)

**Website:** [www.literacyconnects.org](http://www.literacyconnects.org)

### NON-DISCRIMINATION POLICY

Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.

### EQUITY, INCLUSION AND DIVERSITY STATEMENT

As an organization that values equity, Literacy Connects strives to be a place where all feel welcome, regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We work to champion social justice initiatives and advocate for our community, and to continue to grow as an organization and individuals. It is our diverse community that makes us who we are, and we stand against any and all discrimination, racism, and hatred.