Job Title: Staff Accountant  
Department: Operations  
Location: Remote  
Type of Position: Part-Time/Exempt  
Reports to: Senior Director, Operations

About CSforALL:

CSforALL’s mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the U.S.

Job Summary:

The Staff Accountant position will support CSforALL (small-sized non profit organization) and the Senior Director of Operations on all aspects of accounting/finance functions including, but not limited to month-end ledger close and reporting, managing the accounts payable/receivable functions, preparing materials for the annual audit process and working closely with the external audit team. They will assist the Operations team with accounting/finance related team initiatives, and projects as needed.

Duties/Responsibilities:

- Manage all accounting functions including receivables, payables, cash receipts, and cash disbursements
- Ensure accurate recording of transactions in the general ledger including the monthly payroll reconciliation and journal entry
- Prepare and post journal entries including monthly, quarterly, and yearly closing entries and make adjusting entries as needed, maintain financial record-keeping and reporting systems
- Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports
- Produce accrual-based accurate and timely monthly financial statements including balance sheets, profit/loss statements, and transaction reports
- Review donations and grants received and record applying non-profit accounting guidelines as needed
- Manage the 990 preparation and filing process
- Prepare accounting records, documentation and schedules and for annual audit including fixed asset and associated depreciation schedules
- Prepare grant finance reports for proposals, interim and final reports as needed via attaching the appropriate documentation
• Maintain an accurate and easy to read accounting filing system to store historical data and current data and accounting resources including CSforALL’s fiscal policies and procedures and other internal guidelines
• Perform various accounting, administrative and other related duties including research required for strategic team initiatives, special projects, and other special requests
• Complete process documentation and participate in continuous process and procedure improvement
• Stay abreast of up-to-date accounting changes

**Required Skills/Abilities:**

• Demonstrated ability to read, understand, identify and address issues in financial statements
• Strong proficiency is Google Workspace and MS Office specifically using Sheets/Excel for data analysis, tracking, and reporting
• Strong analytical and problem-solving and communication skills; written and verbal
• Superior organization and time management skills with ability to manage and prioritize own workload
• Motivated self-starter and a quick learner with a high level of professionalism, customer service orientation, and scrupulous attention to detail even during high pressure periods
• Ability to work well on a team and participate in team initiatives and projects and work autonomously, as well as take direction as needed

**Education and Experience:**

• Bachelors Degree in Accounting or Finance *required*
• 3-4 years experience in progressive accounting and financial reporting
• Experience in nonprofit and/or fund accounting including the design and implementation of accounting and accounts payable software, systems, policies, and procedures
• Experience with grants management including foundations, government and corporate grants, *a plus*
• Knowledge of Generally Accepted Accounting Principles (GAAP) for nonprofit organizations and general accounting procedures and policies
• Familiar with financial audits including communicating and providing data to auditor

**Physical Requirements:**

• Available for pre-scheduled staff meetings and/or relevant training
• Flexible schedule available
• Ability to travel up to two times a year

**Salary Range:**

$58,000 - 65,000/yr

• **This salary is based on a Part-time schedule of 29 hrs per week and will not be eligible for benefits**

**Apply here or Send Resume to:** recruiting@csforall.org

At CSforALL, we value a diverse and inclusive workforce. We provide equal employment opportunity for all applicants and employees for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.