



NONPROFIT ACCOUNTANT JOB DESCRIPTION

Part-Time Non Exempt Employee (up 20 hours per week)
Immediate Opening

About SOUL: Sustaining Our Urban Landscape (SOUL) is a New Orleans-based nonprofit organization dedicated to driving a resilient and environmentally equitable New Orleans through reforesting our city. We have planted 6,294 trees since 2016, with 1,525 planted between October 2021-March 2022.

General Description: The Accountant will report directly to the Executive Director. This position is responsible for providing financial support for a small but quickly growing nonprofit organization in New Orleans that has four employees.

Responsibilities:

- general ledger maintenance
- payroll support
- bank and account reconciliations
- manage accounts receivable and accounts payable
- monitor internal controls
- grant-level financial reporting
- prepare month-end, quarterly, and annual financial grant reports as requested by the funder
- responsible for the accuracy of all program related expenditures and revenues recorded in the general ledger
- ensure that federal grant guidelines are adhered to
- prepare and post journal entries
- maintain fixed asset inventory
- generate monthly financial statements and analysis
- assist independent auditors during bi-annual audit and with 990
- process 1099s
- produce monthly financial report preparations—more detail below

Monthly financial reports are shared with SOUL's Board of Directors and include:

- Grants report
 - This report is delivered monthly. It is intended to provide a detail of grant balances and activity for the fiscal year-to-date and for the grant period.
- Rolling Forecast
 - This provides the 12 month budget-vs-actual information with each month detailed. Each month is listed separately with a budget column, actual/projected



column, and balance column. Revenues and expenses are presented in the same categories as used on the statement of activities on the accrual basis so that those amounts also match the statement of activities. There is also a "cash flow" section at the bottom that shows a rolling balance of total cash for each month.

- Statement of Financial Position
- Statement of Activity
- A separate ongoing report for federal grants' burn rate should detail the budget, actuals, and balance. This report is crucial to the Executive Director's ability to make reimbursement requests from federal grantors and to reporting accurately to all grantors. This should be updated 1-2 times per month.

Qualifications: Strong knowledge of GAAP and accounting practices relevant to nonprofit accounting, including accounting for federal grants. Must be current with Quickbooks Online, Expensify and Google Drive. Ability to manage multiple projects concurrently with a strong focus on accuracy. Unquestioned confidentiality with sensitive financial information and personnel records. Have no outside interests that may conflict with the organization's goals and objectives. Strong organizational, problem-solving and time management skills are required. Accounting experience with federal grants is required.

Education and Experience Requirements: At least three years nonprofit accounting experience. Bachelor's or Master's degree in accounting preferred. Prior nonprofit and restricted fund accounting and reporting experience is required.

Wages \$35-40/hour depending on experience.

Application Instructions: Review of applications will begin immediately and continue until a suitable candidate is selected. Employment is contingent upon satisfactory results from a background check. Apply by email only to sburley@soulhola.org with the subject line "Accountant Application." Send a PDF attachment that includes your cover Letter, resume and three professional references. Complete applications will be acknowledged by return email within 2 business days.