



**ncnw**  
commitment | unity | self reliance

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## Accountant

The National Council of Negro Women's mission is to lead, advocate for, and empower women of African descent, their families and communities. We seek a highly motivated, experienced individual to take on the financial management and accounting duties of the organization.

The Accountant will report to the Chief Operating Officer. The Accountant will operate in all the facets of Finance including but not limited to: Payroll, Accounts Payables, Accounts Receivables, Budgeting and Forecasting, Expense Management, Cash Management, Taxes, Internal Audits, Cost Accounting and Fixed Assets Accounting. It is your job to balance accounts and confirm and verify bank statements on behalf of the NCNW. You will need experience using electronic ledger systems.

### Responsibilities:

- Administration and documentation of all salaries, wages, bonuses, deductions (payroll taxes, garnishments, social security, benefits), and workers compensation for all employees.
- Generate A/R invoices ensuring contractual compliance.
- Manage and accept all incoming payments from customers.
- Bookkeeping: Analyze our company's financial information including financial transactions, profit and loss statements, balance sheets, and other documents to ensure accuracy and compliance with laws and regulations
- Maintaining a balanced general ledger
- Monitoring for variances from the projected budget
- Advising management on compliance needs
- Receive and verify incoming bills, log into accounting system ensuring proper job costing. accounting, and ensure timely payment and documentation.
- Manage employee reimbursements, review, verify, document.
- M credit card entries, reconciliations, and proper job costing.
- Complete cash flow entries.
- Manage multi-national State TAX accounts and IDs.
- Manage audits.
- Forecast revenue and analyze our profit margin to better determine our effectiveness.
- Organize and maintain financial records, and ensure statements are accurate.
- Generate Payables reports and other reports as requested.
- Assist with and act as the primary point-of-contact for auditor requests.
- Perform regular business administration, financial reporting, and keep all financial records, financial documents, and accounting systems up to date.
- Handle sensitive information in a confidential manner.
- Identify areas for improvement and implement improvements to processes.
- Other tasks as assigned.
- Must perform all this work while abiding by Generally Accepted Accounting Principles (GAAP).

Founder: Dr. Mary McLeod Bethune  
Chair Emeritus: Dr. Dorothy Irene Height

President & CEO: Rev. Shavon L. Arline-Bradley

National Chair: Dr. A. Lois Keith

*Contributions are tax-deductible.*

**Human Resources Support:**

- Ensure all new employees complete accurate paperwork and submitted for payroll and benefits.
- Managing employee payroll
- Vacation accruals
- Ensure confidentiality of all privileged and proprietary NCNW information.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in accounting, Finance, or a related field, or an equivalent combination of education, training and experience.
- 5 years of accounting/finance experience.
- Passed the uniform CPA examination from the AICPA and possess a CPA certification in compliance with the state board of accountancy regulations.
- Strong understanding of accepted accounting principles (GAAP)
- Working knowledge of non-profit tax filing and tax compliance as it pertains to state and federal level regulations.
- Thorough understanding of financial application security ensuring that all financial data is secure and complies with confidentiality policies.
- Demonstrated ability to support all other departments within the company.
- Demonstrate advanced skills and knowledge of Excel, as well as other Microsoft Office applications.
- Strong analytical and problem-solving skills
- Experience with accounting software, preferably QuickBooks
- Excellent interpersonal skills to communicate effectively across the organization.
- Thorough knowledge of general ledger accounting and account reconciliation
- Highly detail-oriented

**Benefits:**

We offer an engaging and supportive work environment where every employee is valued, and outstanding offerings which include:

- Paid Time Off
- 401(k)
- Dental & Vision insurance
- Health insurance
- Life insurance
- 401(k)
- Employee assistance program
- Tuition reimbursement
- Legal Assistance
- Hybrid Work Schedule
- Short- & Long-Term Disability

**Salary range:**

- \$70,000.00 - \$75,000.00 per year

***Interested applicants should email their cover letter and resume to [jobs@ncnw.org](mailto:jobs@ncnw.org)***

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