Job Posting: Accountant

For more than 30 years, Corporation for a Skilled Workforce (CSW) a national 501(c)(3) non-profit organization, has been on the forefront of catalyzing change in educational and labor market systems, policies and practices to increase economic mobility, particularly for people of color and others historically excluded from advancement opportunities. CSW focuses on achieving scalable improvements in worker skills, lifelong learning, and job quality. CSW collaborates with change makers to develop strategies, identify evidence to inform strategies, build the capacity of organizations, manage initiatives, and evaluate lessons learned.

Position Summary

CSW is seeking an Accountant that will perform a comprehensive range of accounting inputs, reports and analysis related to CSW’s focus on reducing poverty, increasing economic mobility for low-wage workers, and addressing racial disparities.

The Accountant will have a solid understanding of the fundamentals of accounting and generally accepted accounting principles; end-to-end knowledge of accounts receivable and accounts payable; ability to interpret and analyze financial data; and be able to continuously review and adjust for process improvement in accounting functions. This member of our team will demonstrate a proven history of consistent, accurate, and timely tracking of data and accounting activities; excellent time management, organizational and problem-solving skills; an ability to handle multiple priorities; excellent attention to detail; effective communication; and advanced proficiency in Microsoft Excel and the Office Suite, with the ability to learn new software quickly.

This position reports to CSW’s Chief Financial Officer (CFO) and will work with team members across the organization.

CSW is committed to building a diverse staff and strongly encourages applications from candidates of color.

Essential Responsibilities and Competencies

- **Knowledge and Expertise** Self-directed contributor who promotes the health and vitality of CSW to embody its mission, vision and values; develops and engenders trust in CSW’s ability to manage finances; assists the CFO in translating financial data into meaningful information for a variety of stakeholders using relevant and viable communication methods and channels; personal qualities of integrity and credibility, and participates as a positive, open-minded, and supportive team member; ability to work within an ambiguous, fast-moving environment.

  Primary daily activities include:
  - Manages, maintains, and executes accounts payable and receivable activities to ensure accuracy and compliance with CSW financial policies.
  - Oversees weekly/monthly cash flow, collects receivables, approves and pays payables.
  - Supports the monthly close process, including journal entries, and assist with monthly/quarterly/annual data and supports the CFO in forecasting.
  - Uses and supports implementation of accounting data tracking systems and tools.
  - Updates and maintains registration with states, ensuring annual reports and tax compliance.
  - Updates and maintains organizational memberships and subscriptions.
  - Implements and maintains time reporting and payroll system. Manages and maintains federal and state payroll taxes and filings.

- **Racial Equity and Inclusion** Assesses the degree to which privileged and marginalized status affects program initiatives; participates in strategies to increase equity; threads social justice into organizational
activities, and goals; and uses reflective thinking to gain insight into assumptions, world views, bias, and beliefs; engages in racial equity and inclusion professional development opportunities.

- **Strategy, Planning and Risk Management:** Assists the CFO in implementing key tools and metrics for producing accurate financial controls and forecasting; stays abreast of changes in the marketplace and the organization’s position relative to those within our field.

- **Operations Management:** Supports implementation of systems and software to provide critical information and automation of operations resulting in improved quality and efficiency; supports business process improvements within CSW (e.g. cost reductions); provides data collection and analysis to support the CFO in informing CSW’s financials, reports, and projects, and staff about the organizational financial status, to better manage benefits, and projects.

- **Staff & Vendor Relationships:** Manages vendor relationships; develops and oversees contracts/agreements; engages with client/funder financial departments on invoicing and reporting; and supports the CFO in the annual audit.

**Compensation**

Employee compensation includes: 1) **cash rewards** in the form of base salaries; 2) **non-cash rewards**, which can include health, dental, vision, life and disability insurances, a 403(b)-retirement savings plan, a Section 125 Cafeteria plan, and a flexible spending account; and 3) **other non-monetary benefits**, such as flexible work schedules, an informal work environment and the ability to work from home.

**Work Location:** Flexible work location. CSW headquarters is in Ann Arbor, MI but CSW team members are located around the country with most working from home offices. Limited staff travel is currently occurring. When the pandemic recovery makes travel safer, up to 10% travel may be needed.

**Full/Part Time:** Full-Time  
**FLSA Status:** Exempt  
**Posting Dates:** May 17 –June 7, 2022

**Salary:** The salary range is $60,000 - $75,000 and is commensurate with the qualifications and experience of the selected candidate.

Submit a resume and cover letter addressing your specific interest in the position and outlining your skills and experience that directly relate to this position. Please email materials to: Debbie Charlton, Sr. Support Specialist, dcharlton@skilledwork.org.