



## Accountant

### About League of Education Voters

League of Education Voters (LEV) is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. Additional information can be found at [www.educationvoters.org](http://www.educationvoters.org)

### Position Description

The Accountant reports to the Operations Manager and is responsible for supporting the CEO, Board Treasurer, and Finance Committee in finance and accounting functions including, but not limited to, accounts payable/receivable, bank reconciliations, financial reporting, grant tracking, annual budget creation and audits for the organization. This position is 24 hours weekly and includes medical, dental, vision, vacation, and retirement benefits. Salary is \$40,000.00, and our office is currently working remotely.

### Specific Responsibilities

- Accounts payable including the vendor file maintenance, vouchering of invoices, and generation of checks.
- Accounts receivable including pledges from grantors and individuals.
- Track and bill allocable expenses between C3 and C4.
- Reconcile all bank, investment accounts, payroll, and donor database on a monthly basis.
- Create monthly financial reports and provide additional financial reports, like cash flow analysis, as needed.
- Manage and support budget creation and yearly audits.
- Assist in filings of tax returns and other required reports to governmental agencies.
- Create a grant spending tracking system, in conjunction with the Development department.
- Staff support for Finance Committee meetings (monthly) and Board meetings (quarterly) as required.
- Train staff in accounts payable procedures relevant to their positions.
- Maintain PDC filings for Education Voters PAC
- Other duties as assigned.

**Minimum Qualifications**

- A commitment to equity and improving educational outcomes for students impacted by historic and systemic oppression.
- Finance and accounting experience in a nonprofit setting.
- Experience in Office suite (Word, Excel, and PowerPoint) and QuickBooks required. Experience with Salsa CRM donor database a plus.
- Must have excellent organizational, teamwork, and communication skills.

**To Apply**

Send cover letter and resume via e-mail to:

Nancy Hopkins, Operations Manager  
[nancy@educationvoters.org](mailto:nancy@educationvoters.org)

LEV strives to recruit a diverse team. We are an equal opportunity employer and do not discriminate against any employee or applicant on the basis of race, color, ethnicity, national origin, religion, gender, gender identity and/or expression, sexual orientation, disability, age, marital status, military status, pregnancy, parenthood, citizenship status, creed, or any other characteristic protected by federal, state, or local law. We will provide reasonable accommodations for qualified individuals with disabilities.