



Accountant

About LEV

League of Education Voters Foundation (LEV) is a 501(c)(3) 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. LEV has an affiliated – though currently dormant -- 501(c)(4) and PAC. Additional information can be found at 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; accounts receivable; payroll accounting; bank, balance sheet, and donation reconciliations; financial reporting; annual budget creation; audit and 990 preparation and oversight; and organizational policy updates. This position is 20 hours weekly and includes medical, dental, vision, vacation, and retirement benefits. This position is in-office with the option to work remotely some of the time.

Specific Responsibilities

- Oversee accounts payable including vendor file maintenance, vouchering of invoices, entry of bills in QuickBooks, generation of checks, and preparation of 1099s.
- Oversee accounts receivable including tracking of pledges from funders, preparation of invoices, and entry of receipts in QuickBooks.
- Reconcile bank and investment accounts, payroll liabilities, and donor database on a monthly basis.
- Maintain chart of accounts and general ledger including posting of payroll, intercompany transactions, and period-end journal entries.
- Create monthly financial reports and additional financial reports as needed.
- Coordinate and prepare organizational and project budgets.
- Oversee and support preparation of annual audits and federal tax returns.
- Prepare and file business tax returns.
- Track spending under conditional and restricted grants.
- Provide staff support for monthly Finance Committee meetings and, as needed, Board meetings.
- Maintain and follow system of internal controls.
- Update financial policies and related policies as needed.
- Assist with creation of vendor contracts and grantee agreements.
- Accomplish other duties as assigned.

Minimum Qualifications

- Commitment to equity and improving educational outcomes for students impacted by historic and systemic oppression.
- 3-5 years of experience in all aspects of finance and accounting in a nonprofit setting.
- Proven success leading accounting and financial management for a small entity.
- Experience in Office suite (SharePoint, Word, Excel) and QuickBooks required.
- Excellent organizational, teamwork, and communication skills.
- Knowledge of affiliated organizations is helpful.
- Experience with Salsa CRM, donor database, a plus.

Salary and benefits

- Salary range for this position is \$48,000 to \$52,000, depending on experience.
- LEV pays for employee gold-level medical, dental, and vision coverage and short- and long-term disability insurance. Spouses and dependents may be enrolled at employee's cost.
- LEV has a SIMPLE IRA, to which it contributes 2% of an employee's salary
- LEV offers employee-paid life insurance and a Flexible Spending Account for medical and/or dependent care expenses
- LEV offers a PTO program, including Fridays off in the summer, the last week of the year off, 12 holidays, and paid sick time.

To Apply

Send cover letter and resume via email to:

Nancy Hopkins, Operations Manager
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.