

Building Hope: A Charter School Facilities Fund

Senior Accountant

School Finance & Accounting Back-Office Services

Position Description

Position Summary

This position reports to the Director of School Finance and Accounting and is responsible for leading the accounting operations for Building Hope's back-office finance and accounting clients in the Washington, DC market. The Senior Accountant will provide local charter school clients with day-to-day accounting, financial reporting and analysis, compliance and internal controls support, and business consulting. He or she will interact with school leadership on a daily basis and may work on-site at charter schools approximately 50% of the time.

This is a tremendous opportunity to join a start-up business within an established and growing mission driven, non-profit organization. The Senior Accountant will work with the Director to develop and implement key processes, and help build the team as the client base expands.

Responsibilities

The Senior Accountant's responsibilities will include, but not be limited to:

- Serve as a point of contact, with the support of the Director, for charter school clients, and provide consultation to client contacts to respond to business needs.
- Prepare regular and ad-hoc financials statements, reporting and analysis, and other presentations for internal stakeholders (management and the Board), as well as, external stakeholders (Charter School Board, lenders or other funders).
- Perform financial analysis such as budget to actual review and root cause analysis of key financial, accounting and operational issues to recommend improvements to school operations and deliver insights for budgeting and forecasting purposes.
- Develop expertise with local, state or federal grant reporting requirements and related grant administration platform. Perform ad-hoc reporting and reimbursement requests to ensure grants are drawn down timely and in compliance.
- Lead and evaluate client's existing accounting close process, and develop SOPs, implement best practices and adhere to a close calendar/checklist.
- Guide accounting clerical staff by coordinating transaction processing activities and serve as a resource as needed.
- Perform general, ongoing accounting for charter school clients including: recording/posting journal entries in QuickBooks and maintaining appropriate back-up support, researching complex account issues, reconciling GL accounts via preparation of account reconciliations, month-end close procedures, monitoring bank accounts, and overseeing the accounts payable process.
- Coordinate with financial auditors to manage the client's annual audit and assist with tax and regulatory compliance.
- Assist with the development of accounting policies and internal controls to clients, and investigate complex business transactions such as leases, construction documents and loan agreements to assess and apply proper accounting treatment.

In addition, the Senior Accountant may be asked to serve in a voluntary capacity on the Board of one of Building Hope's community partners. Periodic weekend or evening work is expected.

Required Skills The preferred candidate will pride him/herself on his or her: accuracy and attention to detail, ability to manage multiple clients, and strong organizational skills. He or she is a team player, possesses outstanding oral and written communication skills, is committed to delivering exceptional client service, and will do whatever it takes to get the job done.

Qualifications

- CPA or CPA candidate
- Bachelor's degree in Accounting from an accredited college or university, Master's degree a plus
- At least 2 years of work experience in public accounting
- Strong understanding of GAAP, financial statements, financial and accounting concepts and processes
- Experience with non-profit accounting, charter school experience is a plus
- Experience with QuickBooks and other accounting software programs, proficient in Excel, and familiarity with Outlook
- Experience with implementing new accounting systems a plus
- Ability to travel to school sites

Compensation

Salary commensurate with experience. Building Hope offers a competitive benefits package which includes: paid holidays, vacation and sick leave; 100% subsidized medical, dental, and vision coverage; tax deferred retirement with a company match of up to 6% annually; life insurance/AD&D; short and long-term disability; flexible spending accounts; and parking reimbursement.

About Building Hope

Building Hope, established in 2003, is a national non-profit organization headquartered in Washington, DC that believes investments in the growth of quality charter schools will increase under-served children's chances of success in life.

Building Hope partners with individual and institutional investors, and philanthropic and government organizations to provide facilities financing; property development and project management services; technical assistance; and back-office business services that supports the growth of high quality public charter schools.

How to Apply

Qualified candidates please submit your cover letter and resume to: info@bhope.org.

Building Hope is an Equal Opportunity Employer