Position Announcement

Accountant

About NCHEMS

Our Mission & Purpose

The National Center for Higher Education Management Systems (NCHEMS) is a private nonprofit 501(c)(3) organization whose mission is to improve strategic decision-making in postsecondary education for states, systems, institutions, and workforce development organizations in the United States and abroad. Our purpose is to create opportunities for all people to prosper.

Our Work

Grounded in extensive research and practical experience, NCHEMS has a long history of supporting policy design and in providing action-oriented analysis in areas such as demography, finance and affordability, postsecondary governance, instructional delivery models, workforce outcomes, student learning outcomes, and accreditation. NCHEMS’ projects routinely create impact in better serving strategic objectives and students’ needs, improving efficiency and affordability, and closing equity gaps.

Position Overview

Reporting to the President, the Accountant leads the organization’s financial accounting, reporting, and control activities and ensures these activities are carried out efficiently, effectively, and in line with best practices. The ideal candidate is highly detailed-oriented and has experience handling all accounting functions for a small non-profit organization. They demonstrate effective oral and written communication skills with staff, Board of Directors, auditors, and other external partners. The candidate is familiar with principles of diversity, equity, and inclusion related to the organization’s work with external partners and to the organization’s internal work environment.

Duties and Responsibilities

- Manage all accounting transactions for NCHEMS, NMSI, and FSS:
  - Handle monthly, quarterly and annual closings.
  - Ensure timely bank payments.
  - Manage balance sheets and profit/loss statements.
  - Audit financial transactions and documents.
  - Oversee contract billing and collections.
- Comply with financial policies and regulations.
- Prepare annual budget and monthly budget forecasts.
- Administer semi-monthly payroll.
- Administer annual 1099 reporting.
- Coordinate yearly audit with CPA firm.
- Assist with grant and contract reporting.
- Assist with the development, refinement, and execution of internal processes and procedures.

January 2022
**Required Qualifications**
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).
- Hands-on experience with QuickBooks accounting software.
- Experience with general ledger functions.
- Good analytical skills.
- Strong attention to detail.
- Understanding of and ability to maintain financial data confidentiality and security.
- Bachelor’s degree in Accounting or Finance and five or more years of experience.

**Preferred Qualifications**
- Previous experience or familiarity with working in non-profit, project-based organizations.
- CPA or CMA certification.

**Compensation**
This is a part-time position (30 hours per week). Salary will be commensurate with experience and education with a potential range of $50,000 to $60,000. NCHEMS provides an excellent benefits package.

**Location**
NCHEMS’ offices are located in Boulder, Colorado at the State Higher Education Policy Center (SHEPC)—also home to the State Higher Education Executive Officers (SHEEO) and the Western Interstate Commission for Higher Education (WICHE). This can be a hybrid remote position. The Accountant will work in the office two days per week and if preferred, from home the other days each week.

**Application Process**
Please apply by email to Erin Barber (erin@nchems.org) and include the following:

1. Letter describing how you meet the requirements of the position, addressed to Erin Barber, Director of Administration, NCHEMS, 3035 Center Green Drive, Suite 150, Boulder, CO 80301.
2. Resume or curriculum vitae.
3. Names and contact information of three academic or professional references. (References will not be contacted until you have given permission for us to do so.)

Priority consideration will be given to applications received on or before January 31, 2022 and to those who can begin the position on or around March 7, 2022. NCHEMS is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.