

Job Title: Staff Accountant

Reports To: Chief Financial Officer

Position Summary

The Accountant supports **NAMI Delaware's mission** by ensuring accurate financial management and reporting. This role is responsible for maintaining financial records, managing grant and program accounting, preparing reports for internal and external stakeholders, and ensuring compliance with nonprofit accounting standards. The Accountant plays a key role in promoting organizational transparency, accountability, and long-term financial sustainability.

Key Responsibilities

- Manage **accounts payable and accounts receivable** processes, ensuring timely payments and collections.

- Maintain the **general ledger** and ensure accurate, timely recording of financial transactions.

- Reconcile **bank accounts, credit card activity, and other balance sheet accounts** regularly.

- Assist with the preparation of **monthly, quarterly, and annual financial statements** in accordance with **GAAP for nonprofits**.

- Support the development of **budgets, forecasts, and cash flow projections**.

- Collaborate with **program staff** and the **Finance Team** to provide financial reporting on **program budgets**.

- Collaborate with **Housing staff** and the **Finance Team** to provide financial reporting on **housing budgets**.

- Maintain **confidentiality** and ensure **internal controls** are followed to safeguard organizational assets.

Qualifications

- Bachelor's degree in Accounting** required.

- 2–5 years of accounting experience**, preferably in a nonprofit setting.

- Strong knowledge of **GAAP (Accrual basis)** and **nonprofit fund accounting preferred**. Experience with **grant reporting and compliance** preferred.

- Proficiency with **accounting software** (e.g., *QuickBooks*, *Yardi*, *Bill.com*) and **Microsoft Excel** (including Pivot Tables and VLOOKUP).

- Strong **organizational skills, attention to detail**, and ability to **prioritize multiple tasks**.

- Excellent **communication** and **teamwork** skills.

- Commitment to the **mission and values of NAMI Delaware**.

Work Environment

- Full-time**, exempt position (standard hours 9:00 AM – 5:00 PM).

- A **hybrid work schedule** may be available (some on-site presence required at the Wilmington headquarters).

- Part-time** arrangements may be considered.