



## Staff Accountant

Ascend Dallas is a nonprofit organization committed to helping women and families create their path to a better life through financial security and parenting supports. Formerly known as the WiNGS, Ascend Dallas serves nearly 2,000 people each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals – Ascend Dallas is the place for you.

The Staff Accountant is an integral part of the accounting team and is responsible for bank reconciliations, monthly/annual account analysis, and audit/990 support. This position reports to the CFO and follows Generally Accepted Accounting Principles (GAAP).

This position is hybrid, requiring three days in the office each week. Proficiency with technology is essential for both remote and in-office work.

### PRIMARY RESPONSIBILITIES:

- Assist the CFO with the day-to-day, monthly, and year-end operations of the Accounting Department, including financial analysis, budget review, audit/990 preparation, and external audit assistance.
- Serve as secondary support and backup for the A/P Specialist, processing and recording accounts payable transactions to ensure that all invoices are paid accurately, on time, and in accordance with policies and procedures.
- Process cash receipts and generate cash reports as requested. Record revenues and receivables. For contributions, collaborate with the Development Team to reconcile accounting software with the fundraising database monthly.
- Provide secondary support and backup for the A/P Specialist in processing functional and benefits expense allocations, and amortization of prepaid expenses.
- Perform fixed asset depreciation (including additions/disposals of fixed assets and reviewing the inventory log for accuracy), monthly accruals, and recording of adjusting and reclassification journal entries for CFO approval.
- Conduct accounts analysis and reconciliations, including fixed assets, employer benefit costs, accruals, and prepaid expenses.
- Prepare billing support for reimbursement grants.
- Monitor vendor contracts for renewals.
- Communicate effectively and provide customer service to management, supervisors, and employees regarding purchasing or accounting questions.
- Report any suspicious or questionable activities discovered while performing duties.
- Perform any other clerical or administrative tasks as assigned by the CFO.
- Record journal entries as necessary.

### Essential Qualities & Qualifications:

- Bachelor's or Master's degree in accounting or finance
- Minimum of five years of accounting experience.
- At least one year of experience in nonprofit accounting is strongly preferred.
- Strong work ethic with the ability to work with minimal supervision.
- Proficiency in Microsoft Office applications required.
- Experience with Sage Intacct software is a plus.
- Proven interpersonal communication skills with all levels of management, vendors, and staff.
- Strong written and verbal communication skills.
- Excellent organizational and time management skills, with the ability to prioritize and meet deadlines.
- Ability to maintain strict confidentiality.
- Occasionally required to work during non-standard office hours (evenings/weekends) as needs arise.

**PERKS & BENEFITS**

- Medical/Dental/Vision/Short-Long Term Disability. Company paid Life Insurance
- 401k with company match
- Optional remote workdays
- Generous PTO package including extended time off from December 24<sup>th</sup> to New Years
- Paid Parental Leave

**HOW TO APPLY:**

Ascend Dallas is an equal opportunity employer. For immediate consideration, qualified candidates should submit a resume via email to [jobs@ascenddallas.org](mailto:jobs@ascenddallas.org).