



Staff Accountant

NRI is hiring a **Staff Accountant** for our Falls Church, VA office. The incumbent will be a contributing team player primarily responsible for managing the activities of the overall general accounting function. Reporting directly to the Executive Director/CEO, the Staff Accountant will oversee, implement and maintain accounting systems, procedures and policies.

The ideal candidate will be passionate about helping others, who is self-motivated, is not afraid of solving complex issues, and is capable of projecting confidence, clarity, and humility. This position is a Staff Accountant, with the opportunity to advance to Director of Accounting, based on performance.

The essential functions include but are not limited to:

- Fulfills basic accounting procedures (A/R, A/P, time billing, P/R, G/L, tax payments).
- Supports and reviews all record of assets, liabilities and other financial transitions.
- Supports all basic accounting procedures; financial statement preparation, month end closing; journal entries and general ledger maintenance, inventory roll forwards, fixed assets and margin analysis and supporting schedules for financial statements.
- Communicates with customers to address any past due invoices on their account and providing monthly status updates to management.
- Ensure all active projects are covered by valid, binding contracts.
- Supports processes to review, analyze and reconcile general ledger accounts, investment transactions in conjunction with preparing quarterly reports for management.
- Supports audit overview and support to auditing firm for annual audits
- Maintains corporate records including bylaws, articles of incorporation, board of director meetings, and other business documents.
- Provides financial analysis and support to the business proposal process.
- Assists in onboarding practices and orientation of new employees, such as maintaining E-Verify, gathering appropriate paperwork to be filed, such as application, background screening, and other on-boarding needs. May consult with HR support firm as needed.
- Provides all employees the appropriate HR forms at their request and routes for processing.

To qualify for this position, applicants must possess the following:

1. Accounting degree with 3 + years' progressive accounting experience in a not-for-profit or for-profit environment (government contract experience a plus).
2. Demonstrated ability to prioritize and handle multiple tasks and/or multiple projects simultaneously which requires a high level of detail.
3. Proficient with MS Office Suite including Word, PowerPoint, Access and Excel programs
4. Excellent writing and communication skills.
5. Exceptional analytical and problem-solving abilities.
6. Demonstrated ability to work and interact with department and client organizations.
7. Strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with Accounting software (Cost Point preferred), is a must.
8. Self-managed and ability to work independently while managing multiple projects.

NRI is proud of its rich history of providing relevant, timely data, analysis, technical assistance, and research for policy makers in the behavioral health community. Our employees work together in a collegial environment to problem-solve and complete projects that enhance the quality of behavioral health care on a national and state level. NRI offers a competitive salary package, health/life insurance, retirement plans, paid time off, professional development, advancement opportunities, and flexible work schedules. To learn more about NRI, visit our website at <http://www.nri-inc.org/>

Interested candidates should submit resumes to info@impacthrllc.com.

NRI is an equal opportunity employer.