

## Staff Accountant

### About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local agencies, non-governmental organizations, utilities and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

### About This Position

NBI is currently seeking a Staff Accountant to perform accounting activities related to project billing, accounts payable and receivable, payroll and benefits, and more. The successful candidate will contribute to the success of our non-profit by the completion of the day-to-day financial transactions of the organization, supporting project teams with accurate project-based accounting, supporting Human Resources activities, and maintaining sound policies and procedures. This position involves maintaining and improving existing accounting systems and procedures, tracking and reporting, and interacting with finance-related systems and consultants.

### Job Duties & Responsibilities

#### *General*

- Prepare journal entries, analyses, and account reconciliations and assist with monthly close processes.
- Assist in the preparation of monthly balance sheets and reconciliations, income statements, profit and loss statements, and other financial reports, records, and general ledger accounts.
- Respond to information requests and assist with audits.
- Reconcile bank accounts at least monthly, verify deposits, and address inquiries from banks.
- Reconcile cash disbursement accounts, payroll, customer accounts, and other financial accounts.

#### *Payroll and Benefits*

- Process biweekly payroll and related procedural requirements for payroll and benefits processing.
- Participate in the preparation and submittal of various monthly, quarterly, and annual reports to local, state and federal government, and tax authorities.

- Process employee leave transactions and reconcile with appropriate resources.

#### Accounts Payable and Receivable

- Prepare accurate and timely bank reconciliations and month end reports monthly.
- Answer inquiries and provide information concerning policies and procedures, payment statuses, or account statuses to customers and vendors in a professional and courteous manner.
- Verify and complete payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts.
- Enter employee expense and credit card transactions, perform reconciliations monthly.
- Perform customer/funder invoicing with support from Controller and Finance Manager on complex billings involving federal government projects.
- Perform vendor payments with support from Controller and Finance Manager on complex billings involving federal government projects.

#### *Reporting and Compliance*

- Maintain documentation for accounts payable, purchasing, and treasury and conducting internal audits.
- Assist in preparing job duty and project-related sections of annual financial statements.
- Assist in the preparation of federal government and other project reports to ensure compliance with all applicable statutory, regulatory, and/or funder requirements.
- Assist in the maintenance of accurate and complete sub- and general ledgers to ensure resulting reports and financial statements are compliant with GAAP principles and NBI policies.
- Provide outside auditors with assistance; gather necessary account information and documents to perform annual audit.
- Assist in the filing of tax forms with federal, state, and local government agencies.

#### **Candidate Qualifications**

##### *Required*

- Minimum two years of accounting experience.
- Bachelor's degree in Accounting, Finance, Business, or a related field.
- Intermediate spreadsheet knowledge.
- Knowledge of GAAP accounting principles.
- Excellent communication skills, both written and verbal.
- Strong analytical skills and the ability to clearly communicate decisions, procedures, and processes to a diverse group of people.
- Ability to manage and perform multiple tasks under conditions of fluctuating workloads, competing requirements, and changing deadlines.

- Ability to work independently and remotely while following through on daily tasks and assignments with minimal direction.
- Strong time management skills and demonstrated capability to work on multiple projects at one time.
- Strong demonstrated organization skills and attention to detail.
- Professional manner and positive disposition.

*Desired*

- Maturity, positive attitude, flexibility, high professional standards and ethics, ability to get along with a wide variety of people in a teamwork environment, ability to work with minimal instruction, prioritize, organize, while maintaining a good sense of humor.
- Familiarity with building decarbonization, green buildings, and energy-efficiency practices.

**Reporting Structure**

This position reports to the Finance Manager. Additional support and oversight are provided by the Controller.

**What We Offer:**

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Qualified candidates outside the Portland area are encouraged to apply as we will consider hiring in remote work location.

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:

- Base salary range: \$60,000.00 - \$70,000.00 (commensurate with experience)
- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment): Medical, vision & dental insurance, Life insurance, AD&D insurance, Long Term Disability insurance
- 160 hours of accrued Paid Time Off (combined vacation and sick for a full year)
- 11 paid holidays
- Additional optional benefits available the first of the month after 30 days of employment include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical

Illness insurance; Short Term Disability insurance; Term & Whole Life insurance;  
Identity Theft insurance; Pet insurance

- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

### **To Apply**

Email a cover letter, resume, and salary requirements to [Careers@NewBuildings.org](mailto:Careers@NewBuildings.org). Please write "Staff Accountant" in the subject line. Reference and background checks are performed prior to employment.

*For more about New Buildings Institute, visit [www.NewBuildings.org](http://www.NewBuildings.org).*

*New Buildings Institute is an equal opportunity employer.*