

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 residential, commercial, and multifamily buildings that drive energy and carbon reduction. Widely respected in the industry for its leading-edge thinking on improving building energy performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local NGO's, agencies, utility groups, and companies to promote improved energy performance in policies and practices. Projects include building research, design guidelines, carbon policies, field validation support, and advanced code activities focused on making buildings better for people and the environment.

About This Position

NBI is currently seeking a Staff Accountant to perform Accounts Payable, Payroll, and other duties in our Finance & Accounting Team. The successful candidate will contribute to the success of our non-profit by the completion of the day-to-day finance and accounting 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 using a variety of accounting systems and resources. The position is supported by a Senior Accountant, Controller, and Director.

As with all positions at NBI, we seek someone with an affinity for and interest in building energy use, technologies, design strategies, and the resulting benefits to occupants and the environment.

Job Duties & Responsibilities

Accounts Payable

- Verify and perform vendor invoice payments on day-to-day business purchases and more complex federal government projects.
- Prepare accurate and timely bank reconciliations and month end reports.
- Answer inquiries and provide information concerning policies and procedures, payment statuses, and account statuses to staff, customers, and vendors in a professional and courteous manner.
- Enter employee expense reports and perform reporting and reconciliation activities monthly.
- Enter credit card transactions and perform reporting and reconciliation activities monthly.

Payroll and Benefits

- Process biweekly payroll and related procedural requirements for payroll and benefits processing through QuickBooks Online, ADP, Kantata, and other systems.
- Review payroll and benefits summaries with Human Resources Manager and Controller prior to submittal.
- 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.

General Accounting Support

- 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 payroll, vendor accounts, and other financial accounts.
- Serve as a backup to other Finance & Accounting Team members with Accounts Receivable and other activities.

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

- Payroll processing and Accounts Payable experience.
- Interest in nonprofit work with a focus on building decarbonization, green buildings, and energy-efficiency practices.

Reporting Structure

This position reports to the Director of Core Mission Support. Additional support and oversight are provided by the Controller and Senior Accountant.

Compensation and Benefits

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.

Additionally, NBI offers the following for this position:

- Base salary range: \$45,000.00 - \$60,000.00 (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 and 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!

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.

We understand that your career search may look different than others. Our hiring team wants to make sure that this would be a fit not just for us, but for you long-term. If you are actively looking or starting to explore new opportunities, send us your application! Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single requirement. At New Buildings Institute, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every single qualification in the job description, we encourage you to apply anyways.

To Apply

Email a cover letter, resume, and salary requirements to 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.

New Buildings Institute is an equal opportunity employer.