



Accounting and Payroll Specialist Job Description

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position

The Accounting and Payroll Specialist (APS) will join the Finance & Operations team, providing general accounting and payroll support. The APS will report directly to the Director of Finance & Operations. This position is a full-time, exempt position based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Accounts Receivable and Accounts Payable processes, including entry into Quickbooks.
- Weekly check runs, including GL coding and obtaining proper approvals.
- Annual 1099 processing and ongoing W-9 vendor maintenance.
- Monthly closing requirements and budget updates.
- Monthly payroll entry and allocation.
- Management of onboarding forms for new employees.
- Sales tax refund request calculations.
- Finance and Operations team support in maintaining customer and vendor relationships.
- Support for the Director of Finance & Operations in assembling and providing all necessary materials for the annual audit and tax return.
- Other duties as assigned.

Qualifications

- Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
- Excellent interpersonal skills and a strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- Bachelor's degree in Accounting or related field.
- Minimum of 3 years' experience in accounting and payroll support.
- Solid understanding of accounting fundamentals and payroll best practices.
- Strong command of Quickbooks and Microsoft Office suite (Excel, Word, and Outlook).
- An understanding of the importance of maintaining accounting controls.

Ideal candidates will also demonstrate:

- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Constant seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute's mission, vision, financial stability, and success.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

To apply: Please submit a cover letter, along with a résumé or CV, to applicant@hunt-institute.org with the subject line "Last Name – Accounting and Payroll Specialist." No phone calls, please.