



Staff Accountant

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 Hunt Institute is seeking a Staff Accountant that will support the day-to-day functions of the Finance department. This position will be responsible for conducting billing and payroll processing, managing financial reports, records, and accounts, including but not limited to, maintaining general ledger-related activities, in a fast-paced environment. The position is based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Maintain internal controls within the finance department and furnish documentation as requested.
- Prepare bills and receipts and record revenue and donations.
- Follow established procedures for payroll and accounts payable processing.
- Run monthly general ledger and other reports in compliance with non-profit reporting requirements, including reports for department directors, funders, senior leadership, and board of directors as needed.
- Enter all approved Program Budgets into QuickBooks and post all agency journal entries before month end close.
- Support Finance team by providing any requested materials for annual audit and tax return preparation including schedules and accompanying forms.
- Support the annual year end audit process.
- Participate in technical accounting research.
- Obtain and maintain a thorough understanding of the business operations, financial systems, and the general ledger structure.
- Assist with preparing budget schedules as needed.
- Assist in special projects and/or other areas as assigned by the manager.
- All other duties as assigned.

Qualifications

- Experience with ADP preferred.
- Knowledge of generally accepted accounting principles, including GAAP related to the public sector financial administration.
- Bachelor's Degree and 2 years of finance/accounting, preferably in a nonprofit setting.
- Principles and practices of governmental budgeting.
- Government accounting standards board standards and recommended practices preferred
- Knowledgeable in budgeting process.
- Modern office procedures, methods, and technology.
- Appropriate English usage, spelling, grammar, and punctuation.

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is \$40,000 – \$55,800

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 cover letter, along with a résumé or CV to applicant@hunt-institute.org with the subject line "Last Name –Staff Accountant." No phone calls, please.