



POSITION TITLE: Senior Staff Accountant
EMPLOYMENT TYPE: Part-Time, Non-exempt (20 hours/week)
UNIT ORGANIZATION: Accounting & Finance
REPORTS TO: Chief Financial Officer
HOURLY RATE: \$29.45 - \$36.82 / hour based on experience

Position Overview

United Way of Northwest Vermont is seeking an accounting professional to provide part-time, temporary support to our finance team. Working closely with the Chief Financial Officer and other members of the finance and accounting team, this role helps ensure the organization's financial health by managing key accounting functions. Ideal for someone with senior-level experience, this position requires a strong understanding of Generally Accepted Accounting Principles (GAAP) and a commitment to supporting a mission-driven organization focused on creating lasting community impact.

Key Areas of Responsibility

The primary responsibilities of this position include, but are not limited to:

- Support design and completion of reconciliation of key balance sheet accounts and monthly bank statements
- Support transaction-level processing and ensure accuracy and compliance with GAAP
- Help design and implement new accounting workflows and procedures to improve efficiency
- Assist with month-end close, journal entries, and financial reporting
- Collaborate on budget monitoring and grant compliance
- Contribute to special projects that enhance financial systems and reporting

QUALIFICATIONS

- 4+ years of accounting experience, ideally at a senior or advanced staff level
- Strong understanding of GAAP and nonprofit financial practices
- Proficiency with accounting software (Abila MIP preferred), CRM systems (Salesforce), and Excel

CORE COMPETENCIES

- Excellent analytical and organizational skills, with a high degree of attention to detail and comfort working with numbers, spreadsheets, and financial information
- Ability to analyze situations and develop and implement effective solutions
- Ability to translate and clearly communicate financial concepts to various audiences with differing levels of financial understanding
- Strong communication and collaboration skills, with the ability to work independently and as a productive member of a team

APPLICATION INSTRUCTIONS & MORE INFORMATION

This role is a temporary part-time position with the potential to become a full-time, permanent role with the organization.

To apply, please submit a cover letter and resume to hire@unitedwaynwvt.org. The deadline to apply is Friday, November 14th, 2025.