

Job Description

Position Title: Senior Accountant

Department: Accounting

Date Updated: 09/19/2024

Location: Hybrid-(U.S.) based in Michigan with occasional travel to Marquette, MI

FLSA Status: Salary/Exempt/Full Time

Reports To: Chief Financial Officer

- **Travel: Must live/work in Michigan: depending on exact location, in-person office time, in-person meetings and trainings at an NI office in Marquette or partner offices in Grand Rapids or other locations in the lower peninsula may be required. All other work will be remote/hybrid.**
- **Will need to work in-person in Marquette, MI for required trainings upon hire, and then for ongoing required trainings approximately 1-2 times per year in Marquette, MI. Mileage reimbursement and approved hotel accommodations covered by Northern Initiatives if needed.**

Northern Initiatives' Mission

Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides access to capital, information and markets to advance and connect small businesses and their communities. Northern Initiatives supports entrepreneurs, businesses, manufacturing firms, banks, educational institutions, and non-profit organizations in a common effort to strengthen the economy of Michigan.

Position Summary

The Senior Accountant ensures that the day-to-day operations relating to finance and accounting are executed properly. They are responsible for financial statement preparation and reporting, financial analysis, and compliance requirements.

Essential Job Duties and Responsibilities

- Performs both complex and routine accounting procedures and journal entries in compliance with GAAP.
- Manage monthly and year-end accounting closing and preparation of financial statements.
- Maintain the chart of accounts, general ledger, and ensure the integrity of organizational accounting data.
- Manage grant and funder reporting and ensure the proper accounting coding of grant expenditures.
- Contribute the continuous monitoring and improvement of cash flow.
- Responsible for processing of payroll and employee benefits including tax filings.
- Lead annual audit, single audit, and Form 990 preparation processes. Serve as the primary contact for the organization's external auditors.
- Professional communication, positive team work and reliability are essential for this position.
- Other responsibilities/projects as assigned for the business needs of the department and/or the organization.
- Attend and actively participate in all team meetings, staff meetings, DEI and culture trainings, Clifton StrengthsFinder, planning sessions, staff retreats and other virtual or in-person meetings

as needed; follow NI's Zoom meeting expectations (being on camera, etc) for professional communication

- Represent Northern Initiatives in a professional manner
- *This is not an exhaustive list of job responsibilities; all other duties as assigned and/or needed for business continuity.*

Physical Requirements & Schedule Requirements

- Occasional travel within the United States and Internationally (Canada and other countries) for conferences, trainings, and events.
- **Must live/work in Michigan: depending on exact location, in-person office time, in-person meetings and trainings at an NI office in Marquette or partner offices in Grand Rapids or other locations in the lower peninsula may be required. All other work will be remote/hybrid.**
- **Will need to work in-person in Marquette, MI for required trainings upon hire, and then for ongoing required trainings approximately 1-2 times per year in Marquette, MI. Mileage reimbursement and approved hotel accommodations covered by Northern Initiatives if needed.**
- Long stretches of time are spent on computer work, typing, Zoom meetings and similar desk-based work
- Meetings are virtual meeting via Zoom or similar platform; a distraction-free work environment is essential. Some in-person meetings are also required.
- Schedule is typically M-F, business hours similar to our financial partners, with occasional evenings or weekends for meetings, travel or other business needs
- Travel within Michigan twice per year for 1 week each for all staff retreats (usually May/June and late Sept/early Oct)
- Majority of meetings and work for this role are during the business hours of the Eastern Time Zone
- If driving for work purposes, employee must maintain a valid driver's license and vehicle insurance. It is the employee's responsibility to ensure that full coverage vehicle insurance is current and meets all state requirements. Northern Initiatives may ask at any time for a copy of employees' drivers licenses and/or vehicle insurance for business purposes.

Experience Requirements

Years of Experience/Education	Type of Experience
Minimum 5 years of accounting experience required	Non-Profit experience required Payroll experience required
6+ years of accounting experience preferred	
Bachelors degree in accounting or related field required	

Supervision

This position does not have supervision responsibilities. This position reports to the CFO.

Diversity, Equity & Inclusion



Our 2022-2026 Strategic Plan includes goals to increase lending to BIPOC communities, rural area, female and veteran business owners, as well as enhancing our diversity, equity and inclusion practices and policies. We welcome applicants from all walks of life and life experiences. Northern Initiatives shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Accommodations

Applicants are encouraged to contact Human Resources at careers@northerninitiatives.org if assistance is needed in the application or hiring process, or we can answer questions about our organization and its hiring process. ADA accommodation requests or other types of accommodation requests should be sent to careers@northerninitiatives.org or call (906) 228-5571. Northern Initiatives upholds all applicable state and federal employment laws.

Benefits & Compensation

This is a full time, salaried/exempt position that is 40 hours per week. Occasionally, working over 40 hours per week is necessary for business success. This position qualifies for the full benefit package including medical, dental, vision, short term disability, long term disability, life insurance, 403B with discretionary match, generous paid vacation time, paid sick time, and other benefits as outlined in the Employee Handbook. The annual salary range for this position is \$60,000-\$90,000, commensurate with experience/education. Application, resume, professional references, and background checks are required for all positions.

TO APPLY: send your Resume, Cover Letter and List of 3 Professional References via email to careers@northerninitiatives.org or apply through Indeed. Only qualified applicants will be contacted. Thank you for your interest in Northern Initiatives!