



GROUNDED SOLUTIONS NETWORK

strong communities
from the ground up

Title: Accounting Associate	Reports to: Director of Operations
Department: Operations	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#)'s mission is to cultivate communities — equitable, inclusive and rich in opportunity — by advancing affordable housing solutions that last for generations. We are seeking a strong proactive leader to continue our successful fundraising track record, leveraging the outcome of our recently completed 2-year national campaign for Lasting Affordability in Housing Now, which ultimately surpassed our target goal of \$15 million. As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools, resources and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with Lasting Affordability, using a racial equity lens.

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Through our network members and partnerships, Grounded Solutions exponentially transforms the lasting affordability housing sector in the US. We do that by preserving, producing and sustaining affordable housing with a specific focus on BIPOC, under-invested and marginalized communities.

About the Position

The Accounting Associate supports a range of finance and operations functions, with a focus on finance and accounting. They primarily report to the Director of Operations, but also to Executive Staff for specific duties and work closely with others in the Operations department to help staff and stakeholders and meet the operational needs of the organization. The Associate plays a key role in implementing financial processes, tools, and systems to enhance the efficiency and effectiveness of the organization. This role will support an organization with a budget of \$7.7m in 2023 and a current FTE of 24 which both are projected to increase in 2024.

The Associate makes a positive contribution to the organizational culture and is vested in furthering its racial equity goals. They actively participate in team and employee meetings, retreats, or initiatives, seek

opportunities to improve efficiencies and contribute to creativity, innovation, collaboration, and problem solving throughout the organization.

Key Responsibilities:

Finance/Accounting (80%)

- Performs accounts receivables activities - prepares, sends, and follows up on outgoing invoices, tracks payments, reviews monthly aging reports; processes credit card payments and check deposits.
- Performs accounts payable activities – codes and processes invoices, reviews employee reimbursement requests, reconciles company credit card statements.
- Maintains key accounting systems, including but not limited to credit card merchant/processor, donation form, invoice/expense platform, and chart of accounts. May research and make recommendations on changing or replacing key accounting systems to better meet organizational needs.
- Supports staff on accounts receivables, accounts payables, and any invoice or expense coding questions. Codes expense reports for key staff.
- Reviews monthly financial reports, including and flags questions for program staff.
- Assists in annual audits.
- Meets with program staff on a quarterly basis to review budget variance and update projected spending
- Collects vendor or payee payment information, W9s, insurance certificates and other necessary documents.
- Performs other duties as assigned.

General Operations Support and Special Projects (20%)

- Manages supplies, opens mail, interfaces with organizational vendors, performs electronic filing/data entry and performs other general office needs.
- Supports company events such as staff retreats, including tracking expenses and payments, contract execution, etc.
- Supports other operations related activities as needed, such as circulating contracts and agreements for signature via DocuSign or similar program and other duties as assigned.

Qualifications for Entry into this Position:

- Mid-level contributor with 3+ years of work experience in a non-profit financial or bookkeeping role.
- Bachelor's degree in accounting, finance, or related field required.
- Excellent attention to detail, accuracy, timeliness, and follow through.
- Strong discretion, integrity, ethics, and confidentiality.
- Demonstrates strong judgement, flexible, accommodating, calm under pressure.

- Able to manage details in fast paced environment, well organized, able to juggle multiple priorities and meet deadlines while in a remote work environment.
- Flexibility to be both a team player and a self-starter and is comfortable in a supporting role.
- Ability to work and communicate with diverse communities.
- Proficiency with MS Office Suite, especially Word and Excel and willing to learn new technologies.
- Experience with accounting software (e.g. Concur) and customer database software (e.g. Salesforce) a plus
- Knowledge and/or thorough understanding of generally accepted accounting principles (GAAP) or non-profit accounting are a plus.

Starting Salary Range

\$55,000 to \$68,000 annually, commensurate with experience.

Benefits

Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off. Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice. Opportunities for professional growth and development.

Travel Required

Approximately 2-4 trips per year of domestic out-of-state, as needed, to attend conferences, regional convenings, and company meetings.

COVID-19 Requirements

GSN's mandatory vaccine guidelines require all employees to be fully vaccinated by their start date. At this time, GSN defines "fully vaccinated" to mean that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson vaccine. A current employee or applicant (i) who has a disability or qualifying medical condition that contraindicates a COVID-19 vaccination, (ii) whose sincerely held religious belief, observance or practice conflicts with the vaccination requirement, or (iii) who qualifies for an exemption under applicable state or local law may request an exemption from this vaccination policy.

Location

Remote in the San Francisco Bay Area with some in person as needed in Oakland, CA. Salary of \$55,000 - \$68,000 + benefits.

Join our team and build your career with us! We offer:

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How to Apply:

Please submit, as 1 document (PDF or word), a resume and cover letter: [Accounting Associate](#).