



GROUND 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. 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.

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 supporting financial processes, tools, and systems to enhance the efficiency and effectiveness of the organization. This role will support an organization with a budget of \$8.5m and a current FTE of 25, which will 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 receivable 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.
- Maintain 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.
- Provide support and act as an internal resource on accounts receivable, accounts payable, and invoice or expense coding questions. Codes expense reports for key staff.
- Reviews monthly financial reports, 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 tasks.
- Supports logistics for 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 tasks and other duties as assigned.

Qualifications for Entry into this Position

Grounded Solutions believes that our team should reflect, respect, and understand the diversity of backgrounds, identities, and experiences of the communities that we serve. We strongly encourage people of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates to apply. Studies have shown that men apply for jobs when they meet only 60% of the qualifications, but women only apply if they meet 100% of them. If you are unsure that you qualify for the position but think you'd be great at the role, we encourage you to apply anyway. If you don't have the minimum qualifications, you may be offered a different position and title, and we would partner with you to help you gain the skills necessary for the position as posted.

- 2+ years of work experience in a non-profit financial or bookkeeping role.
- Bachelor's degree in accounting, finance, or related field preferred.
- Excellent attention to detail, accuracy, timeliness, and follow through.
- Strong discretion, integrity, ethics, and confidentiality.

- Demonstrates good judgement, flexible, accommodating.
- Ability to manage details and meet deadlines while in a remote work environment; well organized.
- Ability to work and communicate effectively with diverse colleagues.
- 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 of generally accepted accounting principles (GAAP) or non-profit accounting are a plus.

Starting Salary Range

\$44,000 to \$54,000 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.

Location

Remote position in the contiguous United States and must have direct, local access to a major airport.

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

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- Opportunities for professional growth and development
- Competitive, comprehensive benefits package including health, dental, matching 401k, and paid time off.

How to Apply:

Please submit, as one document (PDF or word), a resume and cover letter: [Accounting Associate](#). Interviews will be conducted on a rolling basis.