Employment Opportunity: *Accountant/Bookkeeper* (Part time)

Company: Trivium Works
Position Type: Part-time employee

Location: Wyoming resident preferred
Hours: Approximately 20 hours per week
Compensation: Competitive salary based on experience

About Trivium Works

Trivium Works is a start up non profit company in Laramie, Wyoming. Its mission is to partner with nonprofits, higher education institutions, foundations, government agencies, and mission-driven organizations to help them increase their capacity to succeed in their work in the fields related to pre-K- through graduate school education and work force development.

We are seeking a detail-oriented person to oversee and manage our day-to-day financial operations, provide timely financial reporting that supports organizational decision-making, and provide financial information to the Board. The successful candidate will be expected to collaboratively design, establish, and implement systems to support the financial activities of the company.

Position

We are looking for an experienced accounting and bookkeeping professional who is comfortable managing an annual budget of up to $10,000,000, owning the complete accounting cycle, from invoicing and accounts payable to month-end close, and federal and foundation grant financial reporting, and cash flow forecasting.

The ideal candidate has experience with non-profit accounting, is highly organized, proactive, and experienced working with professional services organizations and federal grant-funded projects. This individual should be confident using cloud-based accounting tools and producing accurate monthly financial statements and reports for leadership.

The successful applicant will:

- Design and build an accounting system with multiple stakeholders
- Establish the annual Trivium Works budget and have it approved by the Board
- Recommend and contract a payroll service provider
- Implement financial control procedures compliant with OMB guidance
- Own the monthly close process from start to finish.
- Produce accurate monthly financial statements within established timelines.
- Ensure all contractors and employees are paid accurately and on time.
- Maintain current client invoices and collections.
- Deliver timely grant financial reports.

- Provide reliable cash flow forecasting to support executive decision-making.

Qualifications

- 5+ years of accounting and bookkeeping experience.
- Non profit accounting experience.
- Experience performing complete month-end close.
- Experience preparing financial statements.
- Experience managing federal awards.
- Strong understanding of:
    - Accounts Payable
    - Accounts Receivable
    - Payroll
    - Cash Flow Forecasting
    - Restricted grants
- Proactive and self-directed
- Excellent Microsoft Excel skills.
- Exceptional attention to detail, highly accurate
- Ability to manage multiple priorities independently.

Desired Qualifications

- Organizational skills
- Comfortable working collaboratively
- Responsive and dependable
- Able to communicate financial information clearly
- Passionate about supporting mission-driven organizations

Responsibilities

<u>Accounting & Financial Operations</u>

- Manage all bookkeeping activities using an appropriate online accounting tool
- Perform monthly reconciliations of bank and credit card accounts.
- Complete monthly and year-end financial close activities.
- Prepare monthly financial statements
- Maintain the general ledger and ensure accurate financial records
- Maintain compliant grant funds/costs segregation and tracking procedures
- Generate appropriate indirect and fringe rate costing allocation entries and other journal entries

<u>Accounts Payable & Payroll</u>

- Process payments to vendors and employees.

- Coordinate payroll processing and payroll-related reporting.
- Ensure the preparation and distribution of 1099s and W-2 documentation.
- Maintain vendor records and payment schedules.
- Ensure required audits are performed and lead appropriate responses to any findings.

Accounts Receivable

- Track outstanding invoices and collections.
- Prepare and issue invoices and draw down requests for consulting engagements, government contracts, and grant-funded projects.
- Monitor accounts receivable and follow up on outstanding balances.

Grants & Financial Reporting

- Track grant expenditures and provide monthly information to internal grant managers
- Collaborate with leadership to develop compliant controls for grant processes from initial request through close out
- Manage the process of integrating restricted grants into the overall spending practices of the organization.
- Prepare financial reports required by funders.
- Monitor grant spending compliance and allowable expenditures.
- Create and submit grant reimbursement requests and financial reports
- Ensure records are maintained and archived to meet funder requirements

Financial Planning & Analysis

- Manage the organizational budget and financial planning activities.
- Develop monthly cash flow forecasts and share with leadership.
- Identify financial risks and recommend improvements.
- Prepare executive financial reports and dashboards for leadership.

Compliance

- Complete 990 and required state and federal financial reports
- Coordinate with external CPA as needed.
- Ensure compliance with accounting standards, OMB requirements, foundation grant management requirements, and financial policies.
- Maintain organized financial documentation for audits and reporting.
- Schedule and manage annual audits and federally required Single Audits

How to Apply

Please submit the following to careers@triviumworks.org

- Resume
- Brief cover letter describing your relevant experience
- Salary expectations
- Three professional references