



## **Contractor Opening: External Accountant**

Start Date: Monday, July 27, 2020

The Equal Rights Center (ERC) is a civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. Based in Washington, D.C., the ERC has more than 5,000 members located around the country.

Its core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action. Recent ERC testing projects have focused on identifying discrimination in the hiring process against LGBT-identified job applicants, differential treatment of applicants with criminal records on the basis of race when applying for rental housing, and internet accessibility for people with visual impairments.

The ERC is seeking an External Accountant who will perform a number of routine and vital accounting services for the organization. Reporting to the Director of Finance & Administration, the External Accountant's work will directly contribute to the organization's consistent achievement of its mission and financial objectives.

### **Duties and Responsibilities**

Reporting to the ERC's Director of Finance & Administration, the External Accountant's responsibilities include:

#### ***Accounting & Tax Preparation Services***

- *Monthly Accounting and bookkeeping;*
- *Financial recording and reconciliations;*
- *Entering information into QuickBooks prior to the ERC issuing check payments internally;*
- *Preparation of Form 1099 for Independent contractors and form 1096 for the IRS at year-end;*
- *Assisting the Director of Finance & Administration (DFA) on issuing stale checks*

#### ***Payroll Services***

- *Payroll processing and liaising with payroll company;*
- *Updating Payroll Allocation Reports & Leave Accruals Sheets on a monthly basis and sending to DFA for filing;*

### ***Audit Preparations & Services***

- *Preparing the information that is transmitted to the independent auditors;*
- *Liaising with the independent auditors;*

### ***Reporting & Record Production***

- *Preparation of monthly, quarterly and year-end financial reports for the Executive Director and Board of Directors. (These reports may include - statements of financial position or balance sheets, statements of financial activities or profit & loss statements, cash flow reports and organizational and program budgets);*

### ***Board Meeting Preparations***

- *Meeting with key staff to discuss and amend financial reports prior to Finance Committee and/or Board meetings;*

*Additional ad hoc tasks as assigned.*

## **Education and Work Experience**

- At least a Bachelor of Science degree in Accounting; CPA preferred
- At least 5 years experience in nonprofit accounting, including:
  - Successfully managing at least five OMB A-133 audits;
  - Presenting GAAP-compliant, accrual-based financial reports to organizational leadership after month-end-closing entries are finished throughout the year
  - Presenting a clean set of books to auditors;
  - Ability to advise the ERC throughout the fiscal year on best practices for nonprofits, changes in GAAP standards, nuances in bookkeeping / internal control standards, etc.
  - Strongly Desired: Experience with GAAP-compliant recording of long-term contracts, government grants and commercial lease deferrals.

## **Time Commitment & Compensation**

The time commitment for this position spans between 10 and 12 hours per month. The time commitment increases to around 20 hours per month between November and February as we prepare for our yearly fiscal audit. The yearly audit typically occurs in March and requires the External Accountant's presence for a full 40 hours during the week of field work, followed by a time investment of roughly 20 hours per week during the three weeks following field work.

The minimum rate of pay is \$30 per hour, commensurate with experience.

## **Application Procedure**

E-mail cover letter, resume and three references to:

Crystal Lewis, Director of Finance & Administration  
[clewis@equalrightscenter.org](mailto:clewis@equalrightscenter.org)