The Soil Health Institute (SHI), www.soilhealthinstitute.org, a non-profit organization created to safeguard and enhance the vitality and productivity of soil through scientific research and advancement, located adjacent to Research Triangle Park (RTP), North Carolina seeks to hire a full-time Staff Accountant. The successful candidate will support the Controller in accounting, financial and operational support of SHI. This position will be central to SHI’s budgeting, accounting, financial and tax preparation, grant management and reporting in serving SHI’s mission, staff, and Board of Directors.

**Duties Include:**

- Support the day-to-day financial functions of SHI
- Perform general cost accounting and other related duties for the organization
- Maintain the general ledger
- Code invoices, sets up new accounts, reconciles accounts, and closes the monthly books
- Reconcile bank accounts at least monthly, verifies deposits, and addresses inquiries from banks
- Verify and/or complete payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts
- Participate in accounting tasks, engage in the recording, tracking, and reporting of financial information, including accounts payable and accounts receivables
- Review credit card transactions and upload them to the accounting system
- Generate management reports for budget managers
- Understand and accurately interpret federal and other grant requirements, policies, and procedure including, but not limited to, accounts receivables, accounts payables, travel and personal reimbursements, purchasing, and payroll
- Perform other related duties as assigned

**Qualifications:**

**Required:**

- Bachelor's degree in accounting, with 2+ years of experience in not-for-profit and public accounting or an associate’s degree in accounting with 5+ years of experience in not-for-profit and public accounting
- Proficient working knowledge of MS Office
- Understanding of and the ability to adhere to generally accepted accounting principles
- Analytical, detail-oriented, and honest
- Excellent verbal and written communication skills
- Strong problem-solving skills
Accustomed to working in a small staff, busy office setting
Demonstrates excellent customer service and interpersonal skills
Ability to manage time efficiently and multi-task effectively
Must be a team player, willing to assist with other duties as needed

Preferred:
- Federal grant accounting and reporting experience
- Working knowledge and experience working with Blackbaud Financial Edge NXT, Blackbaud Raisers Edge NXT

Work Environment:
Our office is at 2803 Slater Road, Suite 115, Morrisville, NC, 27560.

Salary:
The salary range is $65,000 - $75,000 annually depending on qualifications and experience. Benefits include health, dental, and vision insurance, vacation, and 401(k).

To Apply:
Email a cover letter, resume, and the names and contact information of 3 professional references to: Stacy Carson, scarson@soilhealthinstitute.org, indicate “Staff Accountant” in the subject line. The first review of applications will begin by January 15, 2024, and the position will remain open until filled.

Applicants must be authorized to work in the United States. Soil Health Institute uses E-Verify to confirm work eligibility in the United States.