



## Staff Accountant

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### Overview:

NextCorps is a non-profit that helps technology-oriented entrepreneurs launch and grow successful startups, and established companies grow their revenues and profitability. NextCorps manages and delivers a number of different programs, including early-stage technology commercialization, business incubation and accelerators, curriculum-based boot camps and consulting services for manufacturing related projects.

The **Staff Accountant** is responsible for assisting with monthly financial close, budget and forecasts, account reconciliations, audit and grant reporting.

### Essential Functions

- Prepare journal entries, analyses and account reconciliations for monthly close process
- Assemble accurate and timely financial & operational performance data
- Prepare periodic performance reports for assigned programs to grant sources (NY State, etc.) and assist grant program managers with monitoring grant spending and contract compliance
- Contribute to annual budget process and analysis
- Contribute to accounting policy creation, documentation, and implementation
- Support annual audit and ensuing tax returns

### Marginal Functions

- Provide support at major NextCorps events
- Provide backup for other team members

### Relationships

**Reports To:** Assistant Controller  
**Supervises:** None  
**Coordinates With:** All Staff

### Qualifications

#### Skills

- Highest ethical standards
- Excellent written and verbal communication skills in English
- Strong technical competency in Microsoft Office, especially Excel
- Working Knowledge of (GAAP)
- Attention to detail
- Flexible, able to work occasional overtime when requested
- Familiarity with QuickBooks, federal and state grant reporting
- Not-for-profit experience and knowledge of Salesforce CRM helpful

**Education**

- Bachelor's degree (preferably in accounting) required

**Physical Requirements**

- Ability to lift 20 lbs.

**Location:** Sibley Building, 260 E. Main Street, Rochester NY 14604 – hybrid

**FLSA status:** Exempt

**Salary Range** \$50,000 - \$62,000 depending on experience

**Work Schedule:** Full-time (40 hours)

**Important Note**

NextCorps, Inc. reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will”.

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

**To apply for this position:**

Please email your resume and cover note/letter to: [resumes@nextcorps.org](mailto:resumes@nextcorps.org) with “Staff Accountant” in the subject line. All applications are due by **April 14, 2022**.