

Staff Accountant

The Staff Accountant position is an integral part of Spitfire's Finance team. The primary responsibility of this role is the management of corporate and client expenses including billing and collections for a portfolio of projects. This includes but is not limited to full cycle accounts payable, entering and processing vendor invoices, employee expense reports, corporate credit cards, and monthly reoccurring payments. Also, providing financial support to project leads, assisting in the monthly/quarterly/annual close by applying principles of accounting to make journal entries and handle account reconciliations, and additional ad hoc analysis and research. Other responsibilities may include but not limited to monthly, quarterly, and yearly financial close reconciliation and reporting.

Job Duties

Accounts payable:

- Review and process employee expense reports in the accounting system
- Review and process vendor invoices in the accounting system
- Review expenses against company compliance policy
- Identify, verify and reconcile questionable charges or issues
- Coordinate with vendors and employees for clarification of charges
- Prepare outstanding A/P file for approval
- Using Bill.com to process payments
- Review Positive Pay to avoid fraud prevention
- Code and enter corporate credit card transactions
- Reconcile credit card transactions monthly
- Track receipts and verify charges

Accounts Receivable:

- Prepare invoices, submit for approval, and send to clients.
- Explain invoices to clients and project leads. Respond to client billing questions.
- Establish billing schedule. Explain timing and billing information requirements to project leads, and the importance of timely and accurate billing for the health of the business.
- Review and analyze transactions related to the project. Ensure the accuracy of costs charged to each project. Prepare various journal entries, and project code adjustments to accurately reflect the financial position of the project.
- Review contracts to understand project, billing terms and timing, and to enter project budget in accounting system.
- Analyze and review budgets and revenue/expenditures for contracts and grants.
- Recognize fixed fee revenues consistent with GAAP.
- Help maintain Status of Accounts. Maintain and update project financial plans to track financial progress, calculate revenue and measure profitability.
- Collections

Other responsibilities:

- Support monthly/quarterly/year-end close, including account reconciliations and adjusting entries, especially around prepaids and accruals
- Record and deposit client payments



- Prepare necessary journal entries to document business transactions; Resolve accounting discrepancies
- Monitor and review accounting and related system reports for accuracy and completeness
- Analyze and reconcile billable and overhead expenditure
- Train new client staff on financial processes and procedures
- Cross train and mentor finance staff on procedures specific to this role
- Ad hoc reporting or other duties upon request from the Controller

Competencies and Characteristics

- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong analytic abilities

Qualifications

Must have 2-3 years of experience with accounts payable, accounts receivable or general accounting. While a bachelor's degree in accounting or finance is preferred, degree requirements may be substituted for an equivalent combination of education, training, and experience.

Compensation

Starting annual salary for this position is from \$50,000 to \$55,000 depending on experience. Spitfire's compensation package also includes 100% paid medical, dental and vision insurance for employees and 50% paid coverage for dependents. Employees receive 100% paid life insurance, short and long-term disability coverage, 15 – 16 paid holidays per year, and generous paid time off. Spitfire also offers paid family leave, paid sabbatical for long-term employees, flexible spending accounts, a 401(k) plan with a company match, summer hours and in-office perks.

Location

This position is located in Spitfire's Washington, DC office. Spitfire currently has a hybrid work model where employees work a combination of in office and at home.

About Spitfire

As a woman-owned firm, Spitfire's values are rooted in one core principle: everyone belongs and has the power to spark change. Our work mirrors this. We're relentless in our pursuit of opportunities to represent the best interests of people and the planet, whether that takes us into communities, across the country or around the world. Our team of professionals stands ready to bring — and tap into — diverse perspectives, experiences, and expertise to tackle the most critical social and environmental issues of our time.

Equal Opportunity Employer

Spitfire Strategies is committed to maintaining and promoting a workforce that reflects diversity at all levels of the organization. We strive to build a work environment that stimulates positive change and more fully reflects



the clients we serve. We are an equal opportunity employer. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees.

Spitfire encourages applications from all qualified individuals without regard to race, color, ethnicity, religion, national origin, sex, pregnancy, sexual orientation, gender identity and expression, age, veteran status, marital status, disability (including mental disabilities, learning disabilities and history of disabilities), genetic information, record of arrest or conviction or any other basis prohibited by applicable federal, state, or local law. If you are driven to pursue social justice, fight xenophobia, support an equitable society for all people and defend human rights, we encourage you to apply.

As an organization committed to public health, Spitfire employees must be fully vaccinated against Covid-19.

How to Apply

To apply please submit a resume and cover letter to: jobs@spitfirestrategies.com noting position title in the subject line.

No phone calls, please.