



**ROLE:** Staff Accountant  
**LOCATION:** Remote  
**START DATE:** Immediate  
**REPORTS TO:** CFO

### **ROLE OVERVIEW**

DFER is seeking a Staff Accountant to support accounting and reporting in a non-profit environment: billing, payments, A/R, general ledger, revenue recognition, planning, budget & forecasting, audit, and reporting.

### **WHO WE ARE**

**Democrats for Education Reform (DFER)** is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system.

DFER partner **Education Reform Now Advocacy (ERNA)** is an advocacy group that advances education reform measures through empowering community leaders to support our legislative and political advocacy work. ERNA keeps constant pressure on legislators to champion high-quality public education.

DFER partner **Education Reform Now (ERN)** is a nonpartisan think tank that promotes increased resources and innovative reforms in K-16 public education, particularly for students of color and students from low-income families.

### **WHAT WE DO**

- 1. Support for Progressive Education Leaders** — In an approach that is markedly different from our peers and partners in the field, DFER engages directly with candidates and elected officials to empower them to advocate for education policies that focus foremost on serving students. Our partner organization, Education Reform Now, does work that involves policy research, analysis and education that helps policy makers at all levels understand complex education issues and make informed decisions.
- 2. Informing the Education Debate** — Our coalition work reflects the breadth of our policy priorities. We work collaboratively with organizations and our community networks to create an education system that is held accountable to all kids and families.
- 3. Targeted Interventions and Rapid Response** — DFER's reach from the most local district relationships to state and federal policymakers, enables us to respond quickly to the changing landscape and policy trends. Activities vary significantly from project to project and may include training, policy analysis, public engagement, electoral and issue advocacy, and policy guidance for elected officials and local advocates.

## **KEY RESPONSIBILITIES**

Perform daily, monthly, quarterly and annual accounting and related processes for accurate, consistent and timely reporting of financial results. Functions include:

- Daily accounts payable
- Daily monitoring of company activity and compliance procedures
- Daily bank maintenance
- Monthly close process of the Core NetSuite System
  - Bank account reconciliations
  - Reconciliation of balance sheet accounts
  - Monthly allocations
  - Monthly settlements
- Monthly close of NetSuite Planning and Budget System (NSPB)
  - Update forecasting modules: revenue, expenses, accounts receivable
  - Forecasting of departmental revenue and expenses
  - Reconciliation of Core NetSuite to NSPB
- Manage staff time tracking and expense reimbursement
- Support annual external audits

## **WHO WE'RE LOOKING FOR**

The ideal candidate will possess the following qualifications and skills:

- Accounting degree required
- Minimum of 5 years of experience in corporate or non-profit accounting environment
- Advanced Excel skills
- Knowledge of process and internal control
- Knowledge of compliance
- CPA a plus
- Knowledge of NetSuite a plus

## **COMPENSATION**

The salary for this position is competitive and commensurate with experience. DFER is proud to offer excellent benefits: health, vision, and dental coverage; flexible spending plan; life insurance; short- and long-term disability insurance; 401K plan with a match plan; flexible spending/benefits plan; paid family leave; paid time off (vacation, sick time, and all National holidays).

## **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

Democrats for Education Reform welcomes applications from all, and strongly encourages women, people of color, people with disabilities, immigrants, refugees & LGBTQ people to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team that reflects the diversity of the students we work on behalf of.

## **HOW TO APPLY**

Please apply as soon as possible, even if you are not available to start immediately. All applications are held in strict confidence. Interested candidates should [apply here](#). References will be requested in a later stage of the selection process.