



SECOORA Seeks Half-Time Accountant

SECOORA is seeking an outgoing half-time CPA. The primary responsibility for this position is to be the lead accountant for SECOORA.

There is potential for this to be a full-time position if the person is willing to also provide administrative services such as meeting planning.

The successful candidate is able to work from home, but will need to be available via phone during working hours.

Additionally, the candidate will have to participate in two in-person meetings with staff each month on James Island, SC.

The Southeast Coastal Ocean Observing Regional Association (SECOORA, <http://secoora.org>), a regional non-profit organization based in Charleston, SC, seeks a professional accountant to provide accounting and administrative services.

SECOORA's mission is to observe, understand, and increase awareness of our coastal ocean - promoting knowledge, economic and environmental health through strong regional partnerships. SECOORA is one of 11 regional associations working in partnership with the NOAA NOS Integrated Ocean Observing System (IOOS) Program Office, other federal agencies, and interested stakeholders in the public and private sectors to build and operate our Nation's coastal and ocean observing capabilities.

The Accountant will work with the Executive Director, Chief Financial Officer, other SECOORA staff and Board members to do the following:

Responsibilities:

- Maintain (and develop as needed) SECOORA's system to account for financial transactions.
- Maintain accounts by verifying, allocating, and posting transactions.
- Balance accounts by reconciling transactions.
- Maintain general ledger by transferring subsidiary account summaries.
- Balance general ledger by preparing a trial balance; reconciling entries.
- Maintain historical accounting records and maintain document filing system.
- Maintain record of all business receipts and invoices paid by SECOORA.
- Develop a Purchase Order system for SECOORA.
- Issue all checks and pay invoices.
- Manage payments with all SECOORA benefit providers.
- Manage payments to multiple state unemployment agencies.
- Process payroll once every two weeks. Prepare payroll reports quarterly and annually.
- Prepare monthly SECOORA financial statements to Chief Financial Officer.
- Provide monthly financial reports (e.g. individual grant reports)
- Provide annual 1099s and W2s to SECOORA contractors and staff.
- Write quarterly retirement memo and transfer funds into staff individual retirement accounts.



- Prepare the semi-annual SF425 Financial Report to NOAA.
- Prepare the financial documentation for the annual Indirect Cost Rate (IDC) Application to NOAA.
- Prepare financial documentation for annual Federal audit, in consultation with the Chief Operating Officer.
- Comply with federal, state, and local legal requirements by studying requirements, enforcing requirements, filing reports, advising management on needed actions.
- Maintain CPA certification.
- Respond to any questions within 24 hours.

Required Expertise and Skills:

- Ability to work independently while adhering to deadlines.
- Ability to work effectively with SECOORA's Executive Director, Chief Financial Officer, other SECOORA staff, and Board members.
- Knowledge and practical experience regarding basic computer skills, including Microsoft Outlook, Word, Excel, Google Docs, Cloud-based storage solutions.

Qualifications:

- Hold a current CPA license.
- Experience with QuickBooks accounting software.
- Preferably, experience with Federal Grants.
- Preferably, experience with Indirect Cost Rate agreements.
- Preferably, meeting planning experience.

Compensation: Based on Experience. There is a 6-month trial period.

Application Date: Open until position is filled.

To Apply: Please email a cover letter addressing skills and qualifications, a formal resume (not exceeding two pages), a list of experience in the last 5 years, and a list of three professional references (name, title, address, and phone number). Emailed applications must be in PDF file format.

Please send information to:

Megan Lee, SECOORA Chief Financial Officer
mlee@secoora.org

All questions should be emailed to, Debra Hernandez, SECOORA Executive Director, at debra@secoora.org.