



SECOORA Seeks Part-Time Accountant

SECOORA is seeking an enthusiastic part-time accountant, CPA preferred, who is interested in being engaged in all business management aspects of a nonprofit organization. The primary responsibility for this position is to be the lead accountant for SECOORA. The position will also support the Executive Director and Chief Financial Officer with additional administrative services.

The successful candidate should ideally be based in the Charleston, SC area. The candidate will work remotely (from home), but must be available via phone during typical 9A – 5P ET working hours and may need to have occasional in-person meetings in Charleston, SC.

The Southeast Coastal Ocean Observing Regional Association (SECOORA, <https://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 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. SECOORA handles around \$5M in funding annually which supports SECOORA staff and subawardees from the four-state region of NC, SC, GA, and FL.

The Accountant will work with the Executive Director, Chief Financial Officer, and other SECOORA staff.

Responsibilities for Accountant Portion of the Position:

- Maintain (and update as needed) SECOORA's accounting system for financial transactions.
- Maintain record of all business receipts, invoices, and various approvals for each invoice/bill paid by SECOORA.
- Manage income and expenditure accounts and generate SECOORA financial reports using income and expenditure data.
- Reconcile transactions and balance accounts in Quickbooks.
- Maintain general ledger by transferring subsidiary account summaries.
- Maintain historical accounting records and document filing system.
- Issue all checks and pay invoices.
- Manage payments to SECOORA benefit providers.
- Manage payments to three state unemployment agencies (NC, SC, and FL).
- Process payroll every two weeks. Prepare payroll reports quarterly and annually.
- Provide monthly financial reports (e.g., individual grant reports) and prepare monthly SECOORA financial statements for the Chief Financial Officer.
- Provide annual 1099s and W2s to SECOORA contractors and staff (and other IRS and State forms as needed).
- Transfer funds into staff individual retirement accounts.
- Prepare various SF425 Financial Reports for NOAA awards.



- 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 equipment assets inventory
- Prepare salary allocation memo/timesheet management for staff with various grants
- Maintain CPA certification if applicable.

Responsibilities for Additional Administrative Duties:

- Prepare annual business-related requests (i.e. Census information, SC Charitable renewal, Business license renewal, requests to Human Resources contractor etc.)
- Aid with tasks designated from the Executive Director and CFO

Required Expertise and Skills:

- Knowledge and practical experience regarding basic computer skills, including Quickbooks, Microsoft Word, Excel, Google Docs, Cloud-based storage solutions (Dropbox).
- Excellent understanding of accounting rules and procedures including Generally Accepted Accounting Principles (GAAP).
- Preferably, experience with Federal grants management (NOAA is preferred).
- Preferably, experience with funds-based accounting.
- Preferably, experience with accrual-based accounting.
- Preferably, experience with indirect cost rates.
- Ability to work independently and present concise recommendations while adhering to deadlines.
- Must be able to work effectively with SECOORA's Executive Director, Chief Financial Officer, and other SECOORA staff

Qualifications:

- Preferably, has a current CPA license.
- Five years experience as a bookkeeper/accountant for a nonprofit or small business.

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 and questions to:

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