

Accountant and Accountant and Office Manager (Part-Time)

ABOUT IMPACTASSETS

ImpactAssets is the leading impact investing partner for individuals, families and philanthropists seeking to effect real change for people and planet. Bold yet pragmatic in our approach, ImpactAssets' creativity and investment expertise ignites a deeply personal impact investing journey for clients - while we manage the complexities. Founded in 2010, ImpactAssets' mission is to increase flows of capital to impact investing. Together, with our clients, we are catalyzing investment capital into mission driven business models solving the worlds' biggest challenges. The result? A fast growing, dynamic organization with over \$1.5 billion in assets under management and an activated community of 1,700+ clients. ImpactAssets is seeking a wide range of colleagues that share our urgency and audacity for driving outsized capital to impact investing. You dream big, have a track record for solving problems and know how to 'get stuff done'.

THE OPPORTUNITY

Are you interested in enabling the forward-leaning philanthropic and impact investing initiatives of our clients by ensuring high standards of service and operational execution? We are looking for an organized and detail-oriented go-getter for the role of Accountant and Office Manager to support our Finance and Accounting Team by providing accounting, administrative, and record keeping support. This is a part-time, benefit eligible role, working 4 days per week.

LOCATION: Bethesda, MD (Metro DC Area). Please note this is a hybrid role with some in-office work required as needed.

REPORTS TO: Controller

START DATE: Immediately

Responsibilities:

Cash Activity Monitoring and Recording

- Review bank accounts daily for incoming transactions and returned payments (ACH, Wire and Check) investigate returned items.
- Prepare check logs daily, or as needed, deposit checks with the bank using RCD, and record in accounting system.
- Record Donor Advised Fund contributions, investment income and repayments in accounting system

Monthly Cash Entries

- Prepare entries in accounting system for the following cash related transactions
 - Internal Transfers
 - Payroll and 401K (including monthly payroll and 401K reconciliation)

Monthly General Ledger Entries

- Prepare entries in accounting system for the following general ledger entries:
 - Fixed Asset activity (purchases and depreciation)
 - Payroll and 401K accrual
 - American Express expenses
 - Prepaid expense payments and amortizations
 - Accrued expenses

Accounts Payable and Expenses

- Manage the Accounts Payable process for the organization, including:
 - Weekly processing of vendor payments through check AP module, ACH and Wire.
 - Prepare Positive Pay file and upload to online banking site.
 - Record non check payments in accounting system, and record Giving Fund professional services and Fiscal Sponsorship expenses in Donor Advised Fund administration system
 - Process employee expense reimbursements
 - Manage 1099 reporting

Office Administration

- Primary contact with landlord and general office needs
- Provide assistance with daily mailing needs
- Order office supplies as needed
- Manage equipment & technology licenses as needed
- Other responsibilities as assigned in support of the Accounting Team

Knowledge and Skill Requirement:

- BA or BS degree required, Accounting or Finance major preferred.
- Minimum 5 years of experience working in a similar function handling AP/AR, GL entries, Cash management, and office management.
- Strong Excel skills required; ability to interface with various technology systems and experience with Microsoft Dynamics SL preferred
- Highly attuned administrative skills, attention to detail and professional demeanor
- Can-do spirit willing to do what's needed to get the job done
- Flexibility and willingness to work in a virtual/hybrid team environment
- Ability to work independently and prioritize competing demands
- Knowledge, passion for using investing as a means by which to engender social or environmental impact

ImpactAssets Perks and Benefits:

- Generous vacation and personal days policy
- Competitive salary, 401(k) plan
- Attractive benefits package including health and dental coverage
- Opportunity for career development in a fast-paced, progressive organization

ImpactAssets is an Equal Opportunity Employer. We know our organization is at its best when we include, celebrate and embrace difference. We strive to be a diverse workforce that is representative of our mission, and where all can thrive and belong. We are committed to building a team that includes and respects a variety of voices, identities, backgrounds, experiences and perspectives.

ImpactAssets is an unconventional 501(c)(3) on a mission to change investing. We drive a 'for-profit' model and innovate with 'non-profit' flexibility. We are 'investment revolutionaries' who believe that intentional capital makes the biggest impact on people and planet. We are currently 35+ strong, spanning across San Francisco, New York City and Bethesda, MD. And we're only just getting started!