

Accountant (CPA) Pediatric Nursing Certification Board (PNCB)

The Pediatric Nursing Certification Board (PNCB) is the largest independent pediatric nursing certification organization in the country. Our programs are recognized by every state board of nursing in the nation. At PNCB, we make it our mission to provide the highest quality certification services for nursing professionals who care for pediatric populations.

PNCB is currently looking for an experienced, part-time (24 hours per week), Accountant (CPA). We offer competitive salary ranges and generous benefits along with a great team environment! Our organizational culture is based on the staff core values of Integrity, Teamwork & Approachability, Responsive Communication & Service, Supportiveness, and Excellence.

PNCB operates on a hybrid schedule. Staff work in the office 2 days per week and remotely 3 days per week subject to change based upon organizational needs. This position is eligible to be performed remotely on a regular basis after training is completed. Employees are responsible for maintaining a remote environment conducive to conducting business with their own reliable, secure internet. PNCB provides all other equipment.

The position is responsible for monitoring and evaluating overall financial operations to ensure compliance and timely reporting of PNCB results.

Essential Job Duties:

- Responsible for assisting with all aspects of the internal accounting process and procedures including oversight of financial reporting, budget, and audits.
- Establishes forecasts, develops, and monitors metrics.
- Researches and consults with the CEO and COO on the potential impact of business decisions.
- Maintains internal control processes required to meet GAAP.
- Assists with the annual budget process.
- Produces monthly financial reports and supporting documents.
- Supports the accurate completion of bookkeeping tasks.
- Works with external independent firms to complete an annual audit.
- Oversees timely completion, approval and filing of the Form 990 and other tax reports.
- Ensures PNCB's investments are in compliance with the Board's approved policy.
- Assists with maintaining financial relationships with banking institutions and vendors as directed.

Essential Skills/Specifications:

Demonstrated experience with accounting systems such as QuickBooks

Ability to establish and manage multiple priorities ensuring deadlines are met

Demonstrated business and financial acumen

Strong business ethics with a high level of confidentiality, diplomacy, and professionalism

Effective communication skills (oral and written)

Team player with analytical and critical thinking skills

Minimum Education/Training: Degree in finance or accounting or related field

Certification required: Certified Public Accountant (CPA)

Minimum Experience: 5 years non-profit accounting experience

Supervisory responsibility: none

Classification: Exempt

Letter of interest and resume should be submitted to HR@PNCB.ORG.