



State Innovation Exchange (SiX) Senior Accountant, Operations

About the State Innovation Exchange

The State Innovation Exchange (SiX) is a 501(c)(3) policy, strategy, and resource center for progressive state legislators. We empower, embolden, and equip state legislators to build and wield progressive governing power by/with/for the people they represent. We do this by providing legislators with the tools needed to shape impactful public policy and building their capacity to lead with their constituents. We foster long-term collaboration between legislators - across chambers, across regions, and across state lines - and with grassroots movements. Our vision is an equitable, resilient, healthy, and prosperous future for every person in the United States, which is secured and safeguarded by progressive state legislators. SiX's sister organization, SiX Action is a 501(c)(4) that works alongside SiX to build the capacity of state legislators by providing policy development, communications tools, and technical assistance.

About this Position

The Senior Accountant is an integral part of the Operations Team and works closely with the Senior Vice President of Operations to manage routine financial and accounting functions for the organization. In partnership with external finance support, this position will take on a management role in tracking accounts receivable and payable, general ledger work, month-end close and financial reporting, quarterly forecasting, annual budgeting, account reconciliations, and audit preparation work, along with other special projects and general administrative tasks. This position operates in compliance with accounting principles and the organization's policies, procedures, and values.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$80,000. In addition, SiX offers competitive benefits including generous healthcare coverage options for you and your family, life insurance, a retirement match, flexible schedule and a generous leave and holiday schedule. More information about our benefits and compensation philosophy are available upon request. This is a full-time, exempt position. The position is remote and open to

anyone living in the continental United States, within one hour of a major airport. The position will require travel, approximately 2-4 times per year.

Role Responsibilities

All staff at SiX have personalized role responsibilities – the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As the Senior Accountant you report to the Senior VP of Operations and are responsible for delivering on the following expectations in your day-to-day work:

- **Banking and Cash Management:** Recording cash receipts (checks, ACH, credit cards, stock donations, etc.) and relevant back-up; work across departments to ensure receipt of proper documentation and details; Monitor bank account, record and verify all incoming and outgoing funds so general ledger balances are accurate; review all cash and bank postings to ensure accuracy. Strong candidates are experienced in non-profit accounting, accounts payable, receivables and revenue recognition.
- **Budgeting, Forecasting and Monthly Close:** support the development and approval of organizational budgets and departmental budgets; collaborate with development staff to prepare grant budgets and track grant spending; work collaboratively with department heads and finance team to support quarterly forecasting; partner with internal and external finance team to support monthly close. Strong candidates have demonstrated financial experience in monitoring budgets and expenditures
- **Audit, 990 preparation and End-of-year financials:** Assist with the preparation of 1099s; prepare for and manage documentation requests for external audits; support completion of Form 990; and other finance/banking activities to support end-of-year financial procedures. Strong candidates are skilled project managers with the capability to effectively collaborate with cross-functional teams and external partners.
- **Vendor and Systems support:** Work in close collaboration with external accounting and finance teams, including sharing and requesting information and preparation and attendance at weekly and monthly meetings; Manage internal financial systems, including Intaact, Nexonia, and Bill.com; serve as the staff point of contact for questions related to financial tools. Strong candidates are committed to collaboration with excellent communication skills. Experience using Intaact, BILL, Nexonia and other modern accounting software preferred.
- **Compliance:** Understand and ensure compliance with generally accepted accounting principles and practices. Support finance team in ensuring departments and staff are compliant in financial reporting. Abide by all organizational compliance guidelines and raise compliance questions or concerns as appropriate. Strong candidates have a thorough understanding of financial regulations, compliance, and reporting.

- **Data and Knowledge Management:** Maintain the updating and reporting of financial data; train staff on how to use financial tools and systems, and support in creating systems that democratize financial information within the organization. Strong candidates will demonstrate a high level of organizational skills with excellent attention to detail.
- Other duties and responsibilities as assigned.

Core Competencies

All staff roles at SiX are grounded in a set of core competencies that are standardized across the organization based on the type of role you hold. As the Senior Accountant, working at the Senior Associate level, you will be responsible for delivering on the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion.* You have a demonstrated understanding of the role that racial, gender, economic, and other inequities play in our society and in movement-building and demonstrate an ability to effectively collaborate across lines of difference.
2. *Program Implementation.* You are able to support the successful implementation of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *External Communication and Brand Management.* You are able to uphold the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
4. *Partner Engagement.* You are able to maintain successful and professional partnerships with external stakeholders in the implementation of your work.
5. *Knowledge Management.* You are detail oriented and able to assist in the collection, synthesis and dissemination of information to support your team's work.
6. *Financial Administration.* You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Compliance.* You are able to comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
8. *Organizational Culture and Values.* You are able to practice and uphold organizational values in your day-to-day and long-term work. You participate in creating a team culture that is productive, collaborative, and equitable.

Organizational Values

All staff at SiX are responsible for upholding our organizational values, which were developed collaboratively by all staff. These describe the way we strive to do our work together and the kind of organizational culture we want to build. As the Senior Accountant, Operations, you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

Adaptability and Imagination

- We believe there are multiple ways of knowing and welcome opportunities to learn from our past, present and future.
- We remain open to learning, sharing, and shifting our approach, perspective and process.
- We embrace the necessity of change within ourselves, our communities, and organization.
- We have both the audacity to dream beyond what seems impossible and the boldness to pursue those possibilities with tenacity.

Connection, Relationship, and Collaboration

- We believe that authentic relationships and principled partnerships are the foundation for building people-centered power within systems that will lead to communities living the lives that we deserve and are fighting for.
- We cultivate relationships, grounded in trust and respect, to work toward a common purpose and shared vision.
- We believe that the quality of our work is just as important as the path we take to achieve it, so our passion for excellence does not outweigh accountability to our partners, communities, and each other.
- We operate with integrity, acknowledging our mistakes and attending to the impacts.
- We are honest, kind, and direct in instances of conflict and believe that principled tension is necessary for the advancement of our work.

Wholeness, Consideration, and Care

- We are whole human beings and honor the fullness of our lives and the lives of those around us.
- We believe that all people and communities are deserving of joy, rest, safety, and respect.
- We are flexible in how we work while respecting the space, boundaries, and care of ourselves and those around us.
- We are responsible for our own emotions and how those emotions shape how we respond to and engage with others.

Belonging and Difference

- We believe in the power of our shared humanity and are committed to upholding the inherent value of people, across identities, experiences, and perspectives.
- We acknowledge the systems that work to oppress the communities we are a part of and collaborate with and are actively working against them to build the world we want to live in.
- We oppose all forms of racism and are committed to learning and proactively shifting how our behaviors, beliefs and policies reinforce racist ideas and actions.

Sustainability and Perseverance

- We prioritize the sustainability of ourselves, communities, and organization by pausing when necessary and reducing harm wherever possible.
- We understand the value and importance of access to information and learning and operate in a stance of abundance and generosity of resources, ability, and knowledge.
- We recognize the “long arc” of systematic change work and are deeply invested in the generational commitment and organizing necessary to realize the world we want to live in and can thrive.

How to Apply

Interested applicants should submit a compelling cover letter and resume using the following [form](#). For further assistance, please contact jobs@stateinnovation.org with “Senior Accountant” in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled. Priority will be given to candidates who apply by Friday March 27.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, and immigrants to apply for open positions. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.