Camp Fire First Texas Job Summary

Job Title	Staff Accountant
Department	Administration
Location	Camp Fire Resource Center, 2700 Meacham Blvd Fort Worth 76137
In-Person/Virtual	Hybrid option M-F (2 days in office/3 remote)
Reports To	Chief Financial Officer
FLSA Status	Exempt
Full/Part-Time	Full Time (40 hours per week)
Regular/Temporary	Regular
Compensation Package	$52,000 annually Employer-paid benefits package include 80% for employee and 20% for dependents on medical, 50% on dental and vision for employee, 100% for employee short term and long-term disability, 100% for life insurance of 2x annual salary, and 401(k) retirement savings plan including a company match. Paid time off starting at 14 days per calendar year, 1 floating holiday, 7 paid holidays, and December break (1 week). Employee paid supplemental benefits available.
Start Date	Immediately

APPLY NOW

Our Commitment to Equity

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications for this position, please feel free to contact us to discuss your application. Camp Fire strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

Our Investment in You

Through a commitment to equity, continuous learning, and leading with our values, we believe in maintaining a supportive work culture while providing the highest quality programming. Camp Fire is putting the call out to the passionate individual who is ready to join our team.

Job Summary: The Staff Accountant is responsible for analyzing and ensuring that all financial data is properly recorded and accurate. The primary duties for this role include monthly reconciliations of all balance sheet accounts and expense reporting required for grants. The Staff Accountant must ensure that all transactions are recorded in accordance with accounting standards and grant requirements.

Key Areas of Responsibility:

Key Area of Responsibility	Specific Duties
General	• Ensure information is prepared in accordance with US GAAP and other regulatory standards. • Align general ledger accounting practices to support budgeting and forecasting. • Perform account analysis to ensure that journal entries and balances are correct. • Record payroll journal entry. • Record necessary reclasses and adjustments. • Manage fixed asset entries, including policy updates and asset list. • Add, dispose, and adjust fixed assets as needed. • Oversee department processes related to expense and revenue recognition to ensure efficiency, internal controls, and timely reporting of transactions. • Recommend accounting policy updates as needed. • Prepare PBCs and support CFO with annual audit and 990 filing. • Provide ad-hoc reports as needed. • Update training material as needed. • Backup support for other accounting personnel during planned/unplanned absences.
Month / Year-end Close	• Review general ledger for accuracy; create correcting journal entries as needed. • Reconcile all balance sheet accounts with the general ledger. • Prepare monthly reconciliation reports for all accounts. • Prepare journal entries for accruals, depreciation, amortizations, and all other balance sheet accounts. • Record reoccurring journal entries. • Manage pre-paid schedules. • Work with CFO on department financial reports/statements. • Recommend efficiencies for month-end close process.
Contracts & Grant Management	• Plan, formulate, implement, and administer accounting techniques that enhance and improve the effectiveness of contracts and grants. • Primary fiscal contact, understand specific grant requirements; ensure compliance on conditions and assurances; ensure reporting requirements are met. • Create billing for reimbursable grants/contracts. • Coordinate with the program staff to ensure transactions are properly recorded and agree to the grant/contract agreement. • Work with Development on program budgets for grant application submissions. • Develop budget for administrative expenses (overhead allocation) to include in grant program budgets. • Coordinate the budgeting process and detail for assigned grants. • Setup budgets in accounting software and monitor budget activity for grants/contracts. • Monitor balances on grants/contracts; provide reports to program staff monthly.

	• Resolve accounting and reporting issues as necessary. • Support program staff as necessary in delivering grant requirements. • Maintain efficient electronic filing systems for financial records.
Cash / Investments	• Reconcile all bank account and record journal entries. • Manage cash balance reporting. • Submit requests for bank transfers.

Required Knowledge/Skills/Abilities:

- Bachelor's Degree in Accounting or equivalent experience (7 years)
- 3+ years' experience in General Ledger/Staff Accountant position.
- Experience working with Financial Edge a plus.
- Detail oriented with excellent analytical skills.
- The ability to work accurately and independently.
- Experience with grant and contract compliance and reporting.
- Excellent verbal and communication skills.

About Camp Fire:

Camp Fire First Texas is a 501(c)(3) nonprofit organization that invests in North Texas communities by providing out-of-school time and outdoor learning programs for children and youth while also offering workforce development programs for early childhood educators. We envision a community in which every child has equitable access to the learning opportunities they need to succeed and thrive in a rapidly changing world.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Our Commitment

Camp Fire welcomes and embraces all youth of diverse cultures, beliefs, experiences, and identities. We are committed to creating a culturally-responsive, inclusive, and safe environment for all children, families and staff. Camp Fire First Texas is an Equal Opportunity Employer. Employment decisions are made without regard to race, age, religion, color, gender, gender expression and identification, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Apply:

Apply online or email HR@CampFireFW.org a cover letter, resume & salary requirements.
View other open positions at https://www.campfirefw.org/careers/.

Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.