



millette & company

[milletteco.com](http://milletteco.com)

Millette & Company are an efficient and effective team of accounting professionals who specialize in fixing financial mismanagement and disorganization in small to mid-sized non-profits. We are bookkeeper to CFO, ensuring internal controls are sound and financial data is accurate. We help with audits, grants management, notices, and other financial matters. We are a small to mid-sized nonprofit's finance department for hire. We believe a clear and useful financial picture helps the nonprofit to be financially stable and better execute their mission.

The successful candidate will have an interest in nonprofits generally and nonprofit accounting in particular. They must be flexible, willing to do most of the work remotely from a secure location and be able to manage their own schedule effectively.

**Position:** Staff Accountant 20-40 hours/week to start as soon as possible

**Responsibilities:**

- Accounting and related financial tasks accomplished primarily through remote access software
- Create financial statements and other financial reports as needed
- Assist with analysis of nonprofit financial information
- Assist with budgeting and forecasting as needed
- Assist with board interactions and/or presentations as needed
- Assist with preparation for audit(s) and with other compliance requirements

**Qualifications:**

- Minimum two years of accounting undergraduate coursework or comparable work experience
- Undergraduate or Graduate degree in Accounting a plus
- Familiarity with QuickBooks software required
- Excel skills required
- Must be able to work remotely from a secure location
- Self-motivated and able to work without direct supervision
- Ability and willingness to adapt to a variety of duties and priorities
- Ability to work with small teams cooperatively
- NE Ohio resident preferred

**Compensation:**

- \$20-\$24/hr (\$41,600-\$49,920/yr full time) depending on qualifications and/or experience
- Retirement plan available after 6 months of service
- Financial assistance if pursuing CPA after 6 months of service

Please email letter of interest and resume to: [shane@milletteco.com](mailto:shane@milletteco.com)