



Accountant, Part-time

Technical Assistance Partnership of Arizona, an affiliate organization of Vitalyst Health Foundation, is a 501(c)(3) offering fiscal sponsorship and fiscal agency in the state of Arizona. Currently, TAPAZ serves as the fiscal sponsor for approximately 60 nonprofit organizations, acting as the lead organization on grants and contracts and responsible for all governance, legal, and financial activities as they relate to these projects. Go to TAPAZ.org for more information on fiscal sponsorship and our current projects.

TAPAZ is seeking a part-time accountant to join our team. The days and hours worked are flexible, but we anticipate the position will require approximately 18-24 hours per week.

Basic Responsibilities

- Maintain accounts payable, including entering invoices, printing and mailing checks, and scanning and filing documents.
- Analyze general ledger accounts for accuracy and create journal entries to correct any mispostings.
- Prepare and record monthly fixed and variable journal entries to the general ledger.
- Record deposits through accounts receivable or general ledger.
- Create entries for the use of electronic petty cash, allocating all expenses to appropriate accounting codes.
- Reconcile credit card accounts.
- Prepare monthly financial statements for each sponsored project and send via email.
- Assist with the preparation of the annual audit.
- Monitor accounting controls and procedures.
- Prepare and provide ad hoc reports as requested.

Skills and Attributes

- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as an ability to take initiative and anticipate informational needs as situations and projects develop.
- Knowledge of GAAP as applicable to not-for-profit organizations.
- Computer skills, including proficiency in Microsoft Excel and ability to efficiently utilize web-based sites such as banks, financial institutions, PayPal, etc.

- Ability to exercise tact, diplomacy, judgment and discretion, particularly related to sensitive or confidential information.
- Approachable and respectful manner and ability to comfortably interact with people from many different backgrounds.
- Sense of humor, flexibility, and ability to contribute to a collegial, respectful, and supportive office environment.

Preferred Candidates Possess:

- Experience working with multi-segment accounting codes.
- Experience working in the nonprofit sector.
- Experience accounting for foundation and government grants and contracts.
- Experience working with MIP Fund Accounting.
- Intermediate to Advanced Excel skills.

Hourly salary: \$20 - \$27 depending on experience

Benefits: None

Required education: Associate's degree in accounting or related subject (Bachelor's degree preferred)

Required Experience: Three (3) years of relevant work experience utilizing a computerized accounting system.

Interested candidates should send a cover letter and resume to Careers@VitalystHealth.org by Friday, June 30, 2017, at 5:00 p.m.