



## About NALCAB

The National Association for Latino Community Asset Builders (NALCAB) is a one of a kind national intermediary with a network of 200+ member CDFIs and nonprofit organizations that serve Latino communities across the US, DC, and Puerto Rico. As a grant maker and US Treasury-certified CDFI lender, NALCAB supports its members through funding, training, policy advocacy, and resources that amplify their impact.

Our mission: Build transformational wealth in Latino communities to create a more prosperous future for the entire nation.

### Sr. Accountant (Accountant IV)

#### Summary

Reporting to the Controller, the Sr. Accountant (Accountant IV) supports NALCAB's month end close, financial reporting, and compliance operations. This role owns complex accounting areas and key schedules, strengthens internal controls, and ensures accurate, audit ready financial records, especially for federal awards, restricted funding, and nonprofit reporting.

#### Key Responsibilities and Duties.

##### Month End Close, General ledger, and Financial Reporting

- Prepare and review complex journal entries (accruals, allocations, reclasses) with complete support and proper coding (department/class/program/grant).
- Own assigned balance sheet areas end to end: reconciliations, variance explanations, and close sign off readiness.
- Maintain critical schedules and tie outs that support monthly financial statements and consolidated reporting (where applicable).
- Partner with the Assistant Controller on close execution, including checklist completion, cutoff discipline, and issue escalation

##### Federal Grants, Restricted Funding, and Compliance (2 CFR 200)

- Support accurate accounting and reporting for federal awards and restricted grants, ensuring costs are allowable, properly documented, and consistently coded.
- Assist with grant invoicing support schedules, drawdown support, and reconciliations between GL, subledgers, and grant tracking.
- Prepare and maintain documentation and schedules that support Single Audit requests (including SEFA support schedules as assigned) and ongoing audit readiness

##### Nonprofit Taxation and External Reporting Support

- Support preparation of nonprofit tax and compliance filings (including Form 990 support scheduled, state filings as assigned), in coordination with Controller, CFO, and external preparers.
- Assist with compilation of external reporting support schedules and due diligence tie-outs as needed.

### **Technical Accounting, Policies, and Internal Controls**

- Apply nonprofit GAAP concepts (restricted revenue/release, contribution vs exchange, functional expense allocations) and document key accounting conclusions when needed.
- Identify control gaps and process improvements; strengthen documentation standards and audit trails.
- Support maintenance of accounting SOPs and standard templates to ensure consistency and continuity.

### **NetSuite & Data Integrity**

- Serve as power user in Oracle NetSuite, ensuring transaction quality and reporting integrity.
- Support System/process improvements (saved searches, reports, standardized uploads, mapping/coding guidance) that improve accuracy and speed to close.

### **Team Collaboration and Support**

- Collaborate with Program, Compliance, and Operations teams to resolve coding questions, documentation gaps, and reporting needs.
- Provide coaching/support to staff accountant on coding, documentation, reconciliations, and close expectations.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in accounting, finance, or a related field.
- 7+ years progressive accounting experience in nonprofit and/or federal awards environments.
- 5+ years of demonstrated experience with federal grants and compliance concepts (uniform guidance/ 2 CFR 200) and audit-ready documentation.
- Experience supporting nonprofit taxation (Form 990 support scheduled, coordination with external tax preparers).
- Advance proficiency in Oracle NetSuite and Microsoft Excel (complex formulas, data integrity, reconciliations, and reporting).
- Skilled at breaking down financial variances and using root cause thinking to resolve underlying issues before they escalate.
- Ability to manage multiple deadlines simultaneously while maintaining high accuracy and professionalism.
- An effective communicator and collaborative teammate who excels at providing clarity and guidance when project requirements are ambiguous.
- CPA or CPA-track is preferred.
- Bilingual skills in English and Spanish are a plus.
- Available to travel up to 10% as required.

### **Work Environment**

The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Core business hours are 8:30AM to 5:00PM CT working remotely or in the office.

**Position Type**

Full-Time

**Compensation**

\$70,000 - \$85,000

**Location of Employment**

- San Antonio, Texas.
- Hybrid schedule: 3 days per week in office, with an established schedule.

**EEO Category**

Professional

**Exempt Status**

Exempt

**Benefits**

Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental, vision, 401K with company match, and future growth opportunities within the organization. We work to maintain the best possible environment for our employees where people can learn and grow with the organization.

**To Apply**

To respond to this opportunity, please email resume to: [jobs@nalcab.org](mailto:jobs@nalcab.org) Also please add **Sr. Accountant (Accountant IV)** to the subject line.

*NALCAB is an equal opportunity employer.*