



Job Title: Staff Accountant

Reports to: Sr. Director of Finance

Classification: FLSA Status - Full-time/Exempt/Salaried

Job Summary: Responsible for managing the complete accounting cycle for the Foundation for Healthy Communities (FHC), ensuring accurate financial records, strong internal controls, and compliance with all applicable non-profit and grant-related regulations. This role supports the organization's mission by providing reliable financial reporting and stewardship of funds.

Essential Duties/Responsibilities:

- Manage full-cycle accounting including A/P, A/R, general ledger and provide back-up on payroll.
- Track and report on restricted and unrestricted funds.
- Record, reconcile, and maintain all grants related financial transactions and credit card accounts.
- Prepare monthly and year-end grant project financial statements.
- Prepare documentation for annual audit and IRS Form 990 in coordination with Sr. Director of Finance.
- Manage grant accounting, tracking expenditures by projects and funding sources.
- Create and monitor project budgets and provide variance analysis and projections to project directors.
- Ensure compliance with funding source restrictions and reporting requirements including time sheets and allowable expenses.
- Maintain accounting systems and improve internal controls.
- Other duties as assigned.

Required Skills/Abilities:

- Experience as a full-charge bookkeeper, preferably in a non-profit environment, and/or grants financial management and accounting.
- Proficiency with accounting software, experience and knowledge of Blackbaud accounting software preferred.
- Experience and knowledge of ADP payroll system preferred.
- Experience with federal grant accounting, including reporting and compliance, and single audit.
- Computer skills including proficiency in Microsoft Office applications -advanced Excel skills, including but not limited to, pivot tables.
- Strong financial analytical skills and attention to detail and commitment to transparency and accountability.
- Strong knowledge producing financial statements and creating budgets.
- Excellent organizational skills and an aptitude for detailed problem solving.
- Ability to work both independently and in a team-oriented collaborative environment, ability to establish effective interpersonal relationships at all levels with internal staff and outside organizations.
- Adherence to confidentiality requirements.
- Ability to meet all deadlines.

Education and Experience:

- Degree in accounting, finance or other related fields.
- Minimum five years' experience in accounting, grants management, non-profit and state and federal compliance requirements.
- Passion for non-profit mission-driven work.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to drive a motor vehicle for occasional travel.
- Occasional support of office environment could include lifting up to 20 pounds, ascending/descending ladders and moving equipment.

Location: This position is office based in Concord, NH with hybrid work arrangement options.

Hiring Salary Range: \$75,000-\$90,000.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Interested candidates may submit a cover letter, resume, and writing sample to Jackie Derosia at jderosia@nhha.org by March 11, 2026.