Position Title: **STAFF ACCOUNTANT**

Department:	Admin	**Date Prepared:**	November 13, 2026
Reporting To:	Director of Finance & Operations	**Version Number:**	1.0
Direct Reports:	No		
Job Type:	Full-time / Hourly / Non-exempt		

Purpose of the position

The Bookkeeper/Accountant supports the financial operations that make Homeward Pet's mission possible. This role ensures the accuracy and integrity of daily accounting activities, with a focus on accounts payable, revenue processing, reconciliations, month-end close support, and payroll.

Working closely with the Director of Finance & Operations, the Bookkeeper/Accountant helps maintain strong financial systems, timely reporting, and smooth operational workflows.

This position begins with a gradual onboarding period focused on learning our systems and core revenue and expense transactions. As processes are learned and streamlined, responsibilities will expand to include the full range of duties.

Duties & Responsibilities

Accounts Payable

- Process vendor invoices, statements, and payment batches
- Maintain vendor records and AP documentation
- Coordinate coding with department heads and support AP-related tasks

Revenue Processing

- Handle cash and check deposits
- Pull reports from donor and payment platforms (e.g., Bloomerang, ShelterLuv, Qgiv, Stripe, PayPal)
- Enter deposits into QuickBooks and match to bank activity

Month-End Close

- Complete bank and credit card reconciliations
- Prepare prepaid expense entries, vendor accruals, and other routine month-end tasks
- Generate month-end schedules and documentation

Financial Reporting, Budget & Forecasting Support

- Support preparation of monthly financial package and reports
- Assist with periodic forecast updates and variance analysis
- Help with annual budget development and budget worksheets
- Maintain organized financial files and reporting templates

Compliance Support

- Submit license, tax, and related compliance filings
- Support the audit and 990 preparations

Payroll

- Prepare and process payroll, including standard payroll journal entries and reporting

General Support

- Provide administrative and cross-department support as needed
- Perform other duties as assigned to support smooth financial operations

Note: This summary reflects the core functions of the role but is not an exhaustive list.

Qualifications & Requirements

Required

- 3+ years of accounting experience, preferably in a nonprofit setting
- Strong understanding of payables, revenue, reconciliations, financials, and GAAP principles
- Experience with accounting software (QuickBooks Online preferred)
- Strong Excel competency and comfort working with multiple systems and data sources
- High attention to detail, accuracy, and organization
- Ability to manage multiple tasks and deadlines
- Track record of initiative and handling ambiguity
- Demonstrated critical thinking and problem-solving skills
- Professional communication skills
- Focus on improving efficiency, timeliness, and quality

Preferred

- Experience with donor or payment platforms (Bloomerang, ShelterLuv, Qgiv, Stripe, PayPal)
- Familiarity with nonprofit accounting concepts (restricted funds, grants)

Physical Demands & Working Conditions

Work is performed in an office setting and requires prolonged periods of sitting. Occasional walking, light lifting (up to 25 pounds), and movement within the facility may be required.

Occasional work in or near animal areas may involve higher noise levels. Employees may be exposed to standard cleaning products used throughout the shelter. Some aspects of the work may involve emotionally sensitive situations.

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.

Compensation & Benefits

Hourly Pay: $28.00-$30.00 DOE
Schedule: 40 hours per week; weekdays between 8:30am – 5:30pm
Benefits: Eligibility for group medical, dental, and vision coverage, which the Company pays a portion of
Simple IRA with a percentage matched by the Company
10 company holidays
PTO of 192 hours per year for the first 5 years, rising to 232 hours from your 5th anniversary

Mission

Homeward Pet Adoption Center transforms the lives of cats and dogs in need through compassionate medical care, positive behavior training, and successful adoption while building a more humane community through outreach and education.

Vision

A community where every cat and dog has a safe, caring home.

Submit resume and CV to Lisa Slobojan lisa@homewardpet.org.