

Job Title: Staff Accountant**Location:** Mesa, AZ**Department:** Finance & Accounting**Reports To:** Finance Director**Position Overview:**

UNITY is seeking a detail-oriented and experienced Staff Accountant to join our accounting team at United National Indian Tribal Youth, Inc. The ideal candidate will have a strong background in accounting, ideally within a non-profit environment, and a commitment to our organization's mission. This position will play a critical role in maintaining the financial health of the organization through accurate reporting, financial analysis, and support of various accounting functions.

Key Responsibilities:

- Prepare and maintain financial statements, general ledger entries, and reconciliations for all accounts.
- Assist in month-end and year-end closing processes.
- Manage accounts payable and receivable, ensuring timely processing and accuracy.
- Review and verify transactions, including donations, grants, and other funding sources.
- Assist in preparing and analyzing financial reports, budgets, and forecasts.
- Support the preparation of financial reports for board meetings and audits.
- Ensure compliance with federal, state, and local regulations, as well as non-profit accounting standards (GAAP).
- Maintain accurate records of financial transactions, ensuring transparency and accountability.
- Resolve discrepancies and ensure accurate financial records
- Assist with payroll processing and related reporting.
- Track and report on restricted and unrestricted funds, ensuring compliance with donors and grant requirements.
- Participate in the annual audit process and provide necessary documentation.
- Assist with the preparation of tax filings.
- Support the Finance Director with ad-hoc financial tasks and projects as needed.

Qualifications:

- Bachelor's degree in accounting.
- Minimum of 2-3 years of accounting experience, preferably in a non-profit environment.

- Familiarity with non-profit accounting standards and financial regulations.
- Proficiency in QuickBooks and Microsoft Excel.
- Strong attention to detail and ability to manage multiple priorities.
- Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment.
- Strong analytical skills and problem-solving abilities.
- Candidates currently residing in the Phoenix area are preferred.

Benefits:

- Health Insurance: Blue Cross Blue Shield
- Vision Insurance & Group Term Life Insurance: Equitable
- Retirement Plan: Simple IRA with employer matching.
- Paid Time Off: Vacation, sick leave, and holidays.
- Professional Development: Opportunities for growth and training within the organization.

Salary \$55 - \$60K

Deadline to apply: Until Filled.

Please send your cover letter and resume to Marquez Quintero at m.quintero@unityinc.org.

About UNITY, Inc.

United National Indian Tribal Youth (UNITY) is a national 501(c)(3) non-profit organization that promotes personal development, citizenship, and leadership among American Indian and Alaska Native youth between the ages of 14 to 24. UNITY is one of the largest and oldest American Indian youth leadership networks in North America, and its Network includes more than 220 affiliated youth councils operating in 36 states. Youth councils are sponsored by tribes, Alaska Native villages, high schools, colleges and other community organizations.