

COLLEGE UNBOUND

Title: Senior Accountant
Location: Providence, RI
Status: Part-time (20 hours per week) with a potential to extend to full-time. Hybrid
Rate: \$30 - \$40 per hour (depending on qualifications)

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: Reporting to the Director of Finance, the Senior Accountant plays a key role in the financial operations of the institution by ensuring accurate and timely accounting, reporting, and compliance with institutional policies and external regulations. This position is responsible for overseeing grant accounting, accounts payable, and general ledger functions, while supporting financial audits and the preparation of financial statements. The Senior Accountant will partner closely with departments across the institution to ensure proper financial management, compliance, and stewardship of resources.

Primary Duties and Responsibilities:

- Manage all aspects of post-award grant accounting, including tracking expenditures, preparing financial reports, and ensuring compliance with federal, state, and private grant requirements.
- Collaborate with the Development team to monitor budgets and resolve financial questions.
- Maintain detailed grant files and support audits and reporting to sponsors and funders
- Ensuring the general ledger correctly reflects all grants
- Ensuring accurate and timely processing of vendor invoices, employee reimbursements, and credit card transactions.
- Review and approve AP transactions for compliance with institutional policies and funding restrictions.
- Assist with vendor management, W-9 collection, and preparation of 1099 forms.
- Prepare and post journal entries, reconcile accounts, and maintain the general ledger.
- Assist with monthly, quarterly, and year-end close processes.
- Prepare schedules and analyses to support internal reporting and annual financial audits.
- Support budget development, forecasting, and variance analysis as needed.
- Support other finance team projects and initiatives as assigned.
- Performs other duties as needed or assigned.

Required Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of 5 years of progressive accounting experience, including grant and/or fund accounting.
- Strong knowledge of GAAP and experience with nonprofit accounting principles.
- Proficiency with accounting software (e.g., QuickBooks Online or similar) and Excel skills.
- Excellent organizational skills with strong attention to detail and deadlines.

Preferred Qualifications:

- CPA, MBA, or other relevant certification.
- Experience in higher education, nonprofit organizations, or government grant management.
- Familiarity with federal grant compliance regulations.

Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu with “**Senior Accountant**” in the subject line. Review of applications will begin immediately.