



Associate Accountant

Nlets is a 50 year old not-for-profit with a business model for the interstate exchange of criminal justice information for justice and public safety professionals and a new and growing business model reaching more customers in both the governmental and private sector with over 2.1 billion messages exchanged in 2018. We are seeking a highly skilled and enthusiastic individual, but even more importantly someone who is enthusiastic about using their hard won skills making a difference; making America safer; catching the bad guys and keeping law enforcement officers safe in both the US and Canada.

The Associate Accountant is a key member of the Nlets team. This position supports the Company by processing, maintaining, and reporting financial and accounting information related to the Corporation, including purchasing, payables, receivables, cash, account reconciliations, assistance with budget and audit preparation, and interaction with vendors and customers. This position also ensures that contracts are administered and maintained in a timely fashion according to Company policy and legal requirements.

Key Areas of Responsibility:

- Accounts Payable – Processes A/P invoices and prepares payment for approval/signature. Reviews recurring vendors for missing invoices. Tracks A/P aging and interfaces with vendors to resolve any issues.
- Accounts Receivable – Records monthly customer invoices and oversees A/R entry. Tracks A/R aging and work with management and customers regarding past due balances. Prepares monthly reports showing status of delinquent accounts and tracks collection efforts for Senior Management. Prepares correspondence on delinquent accounts requiring special handling. Researches disputed delinquent account balances, correcting any errors, including misapplied payments, direct deposit errors, or overpayments.
- General Ledger Accounts - Reconciles monthly bank statements and petty cash receipts. Prepares supplemental schedules for annual audits.
- Reconciliation – Compares and reviews posted billing/invoicing, payables and receivables against associated ledgers. Reconcile all assigned GL accounts.
- Cash Management – Interface with financial institution; Monitors cash flow between various bank accounts. Processes cash receipts for receivables including posting checks received daily to aged trial balance to maintain a running record of unpaid invoices
- Audit – Assists with preparation of information and documentation for annual audit, and interacts with auditors.
- Correspondence – Drafts letters to customers, as well as vendors, regarding routine or non-routine issues. Examples would be letters informing of rate increases, the dissolution of a contract, collection efforts, and any other correspondence needed to run a smooth operation
- Vendor/Customer Contact – Interfaces with some vendors on new contracts as well as the larger recurring ones
- Sales and Use Tax Monthly Reporting – prepare monthly return, reporting vendor invoices with no sales tax to calculate and pay use tax Analyze project needs/requirements and recommend systems to enable enterprise integration of network systems and hardware
- Fixed Assets – Receive, tag and input assets and start date for depreciation into Fixed Asset module.

- Deferred Revenue - code invoices accurately to reflect revenue recognition and assist senior accountant as needed regarding reconciling deferred revenue.
- Prepares and reviews standard form vendor and customer contracts for review, approval and use by higher-level employees/Directors
- Assist higher-level employees with contract termination procedures
- Conducts basic procurement procedures and techniques
- Maintains databases by organizing document control of contracts and supporting documentation and correspondence
- Reviews purchase requests according to approval specifications and verifies purchase requisitions are properly documented
- Assists managers with purchase of supplies, services, commodities, and equipment for various departments in accordance with company purchasing policies and procedures.
- Regular and predictable attendance required

Qualifications

- **MUST PASS 10-PRINT FBI BACKGROUND CHECK**
- Minimum 3 years accounting experience with a background in A/R, A/P, Collections, General Ledger, Audit Preparation, Purchasing, Contracting, Period Closings
- Minimum Associates Degree in accounting or related field desired; equivalent job experience will be considered.
- 3 years of experience working with large scale accounting system and related modules. Experience with Intacct Accounting Software a plus.
- Contract review experience preferred.
- Knowledge of GAAP and accounting controls as they relate to the duties of this job
- Minimum of intermediate level proficiency with accounting systems, Microsoft Excel, Microsoft Word, Microsoft Outlook and 10-key by touch
- Must be detail oriented – handle each transaction once, correctly
- Knowledge of accounting principles and controls as they relate to the duties of this job
- Ability to interact effectively and tactfully with Financial Auditors and Customers
- Strong analytical skills needed for detailed account reconciliations
- Ability to manage multiple tasks in a fast paced, growing environment
- Must have excellent interpersonal communication skills and phone etiquette
- Must have demonstrated problem solving skills and experience working in customer relations.

Benefits

- *Collaborative work environment*
- *Generous company-paid benefits package for employees AND dependents*
- *Business Casual Dress Code*
- *Covered parking during those HOT Arizona summers*
- *Team building and social events for employees AND their family*

Position Type: Full-Time hourly with bonus and benefits

Salary Range: \$47,560 – 64,206 + Bonus

Location: North Phoenix, Arizona

Interested qualified candidates may send resume to hr@nlets.org