Staff Accountant

“We never believed it was acceptable for Tennessee to be ranked in the bottom five to 10 states in the country in education. And we don’t believe today that we should be below the national average. But what we have seen is that change is possible. Our students can grow. It’s happening in Tennessee, and it can happen all across our nation.”

--Tennessee Governor Bill Haslam, November 9, 2013

Introduction

In recent years, Tennessee has made significant progress in advancing a bold education reform plan, and is a leader in the nation in efforts to dramatically improve student achievement. Tennessee reached a significant milestone in 2013; according to the National Assessment of Educational Progress (NAEP)—also known as the Nation’s Report Card—Tennessee is the fastest improving state in the nation in student achievement across 4th and 8th grade reading and math, following only the District of Columbia. In 2015, Tennessee continued that progress and is now ranked in the top 25 of states in 4th grade math. While Tennessee has made significant gains, students still score below the national average. Since 2009, the State Collaborative on Reforming Education (SCORE) has played a critical role in advancing student achievement and works to drive collaboration across the state on policy and practice to ensure all students graduate high school prepared for postsecondary education and the workforce.

SCORE is an independent, nonprofit, and nonpartisan organization founded by former U.S. Senate Majority Leader Bill Frist and dedicated to the goal that every student in Tennessee graduates from high school prepared for postsecondary education and the workforce. SCORE supports student success across Tennessee by insisting on high expectations for what students can achieve, empowering people to lead the change for our students, and fostering a culture of innovation.

SCORE is based at Vanderbilt University’s John Seigenthaler Center. For more information on SCORE, please visit www.tnscore.org.

Overview of Staff Accountant position

SCORE’s Staff Accountant will play a critical role in advancing the organization’s work through supporting its financial functions. The staff accountant will be responsible for researching and implementing process improvements to the organization’s already robust financial and accounting systems, supporting the development of project-based and grant-based budgets that align with the organization’s annual operating budget, tracking budget to actuals, and working closely with the organization’s external accountant to manage accounts payable.

This position requires an analytical and strategic thinker with excellent communication skills who is also able to work in close and productive collaboration with SCORE team members, the organization’s external accountant and auditors, and funders. The Staff Accountant will report to SCORE’s Senior Director of Finance and Operations.
Key responsibilities:

- In partnership with SCORE’s external accountant, determine best way to utilize Quickbooks to track budget to actuals for operating budget and grant budgets and execute any necessary process improvements
- Review SCORE’s accounting codes to ensure they are efficient for tracking expenses toward organization’s operating budget and grant budgets
- Research and determine the most efficient mechanism for making payments to vendors and execute any necessary process improvements
- Research and determine the system for tracking contract maximum liabilities within Quickbooks and work with external accountant to execute necessary process improvement
- Research and determine the most efficient system for tracking organizational fundraising development
- Research and determine the best way to track credit card receipts for the organization
- Manage the annual audit process in partnership with the Senior Director of Finance and Operations
- Develop a thorough understanding of the organization’s strategic plan in order to properly code organizational expenses to the correct projects, grants, and/or efforts
- Develop financial reports for grant reporting purposes in partnership with the Senior Director of Finance and Operations
- Manage invoice processing in partnership with Senior Director of Finance and Operations and Grants Manager and ensure all invoices are coded correctly
- Manage SCORE bank accounts in partnership with the external accountant, Senior Director of Finance and Operations, and Grants Manager
- Support the development of and regularly report on operating budget to actuals
- Ensure credit card is paid in a timely manner and reconcile credit card statement
- Respond to internal and external questions regarding finance/billing
- Manage tax exemption forms for vendors
- Process and maintain record of credit card authorizations

Candidate Requirements

This role requires a great deal of flexibility and drive, the ability to manage multiple priorities, a positive team orientation, and a commitment to supporting the work of the organization. Additional candidate requirements are below:

- A bachelor’s degree with a concentration in finance or accounting
- Two years of nonprofit accounting experience or a Masters in Accounting strongly preferred
- A strong command of technology and software, including Quickbooks and Excel
- Proactive, detail-oriented, inquisitive individual with a passion for excellence
- Excellent written and verbal communication skills
- Proven experience managing multiple tasks simultaneously in a fast-paced, rapid-growth, high-intensity, and intellectually demanding environment

Compensation

Compensation will be competitive based on the candidate’s previous experience and credentials.

To Apply

To apply, please send a resume and cover letter to molly@tnscore.org. If you have any questions about the position, please contact Molly Sears at molly@tnscore.org or by phone at 615-727-1545.