



State Innovation Exchange (SiX) Senior Accountant, Operations

About the State Innovation Exchange

The State Innovation Exchange (SiX) is fighting for a governance system that reimagines how elected officials, their constituents and civil society leaders build, shape and sustain shared power in service of racial, gender, social and economic justice within a multi-racial society.

The State Innovation Exchange (SiX) makes collaborative governance the norm among values-aligned state legislators in their partnership with issue advocates and grassroots leaders. Through this practice, we commit to centering the people most impacted by systemic and structural oppression to transform the conditions of power at the state level. When we do this, we will secure and sustain meaningful racial, gender, social and economic justice outcomes that are fully realized in the lived experience of these communities.

Collaborative governance is a governing model and practice in which the people most impacted by governing decisions have real agency, through collaboration with their elected decision makers, to pursue racial, gender, social, and economic justice by shaping the rules, processes, and structures that govern their lives.

About this Position

The Senior Accountant is an integral part of the Operations Team and works closely with the Senior Vice President of Operations to manage routine financial and accounting functions for the organization. In partnership with external finance support, this position will take on a management role in tracking accounts receivable and payable, general ledger work, month-end close and financial reporting, quarterly forecasting, annual budgeting, account reconciliations, and audit preparation work, along with other special projects and general administrative tasks. This position operates in compliance with accounting principles and the organization's policies, procedures, and values.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$80,000. In addition, SiX offers competitive benefits including generous healthcare coverage options for you and your family, life insurance, a retirement match, flexible schedule and a generous leave and holiday schedule. More information about

our benefits and compensation philosophy is available [here](#). This is a full-time, exempt position. The position is remote and open to anyone living in the continental United States, within one hour of a major airport. The position will require travel, approximately 2-3 times per year.

Role Responsibilities

All staff at SiX have personalized role responsibilities – the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As the Senior Staff Accountant you report to the Senior VP of Operations and are responsible for delivering on the following expectations in your day-to-day work:

- **Banking and Cash Management:** Recording cash receipts (checks, ACH, credit cards, stock donations, etc.) and relevant back-up; work across departments to ensure receipt of proper documentation and details; Monitor bank account, record and verify all incoming and outgoing funds so general ledger balances are accurate; review all cash and bank postings to ensure accuracy. Strong candidates are experienced in non-profit accounting, accounts payable, receivables and revenue recognition.
- **Budgeting, Forecasting and Monthly Close:** support the development and approval of organizational budgets and departmental budgets; collaborate with development staff to prepare grant budgets and track grant spending; work collaboratively with department heads and finance team to support quarterly forecasting; partner with internal and external finance team to support monthly close. Strong candidates have demonstrated financial experience in monitoring budgets and expenditures
- **Audit, 990 preparation and End-of-year financials:** Assist with the preparation of 1099s; prepare for and manage documentation requests for external audits; support completion of Form 990; and other finance/banking activities to support end-of-year financial procedures. Strong candidates are skilled project managers with the capability to effectively collaborate with cross-functional teams and external partners.
- **Vendor and Systems support:** Work in close collaboration with external accounting and finance teams, including sharing and requesting information and preparation and attendance at weekly and monthly meetings; Manage internal financial systems, including Intaact, Nexonia, and Bill.com; serve as the staff point of contact for questions related to financial tools. Strong candidates are committed to collaboration with excellent communication skills. Experience using Intaact, BILL, Nexonia and other modern accounting software preferred.
- **Compliance:** Understand and ensure compliance with generally accepted accounting principles and practices. Support finance team in ensuring departments and staff are compliant in financial reporting. Abide by all organizational compliance guidelines and raise compliance questions or concerns as appropriate. Strong candidates have a thorough understanding of financial regulations, compliance, and reporting.
- **Data and Knowledge Management:** Maintain the updating and reporting of financial data; train staff on how to use financial tools and systems, and support in creating systems that democratize financial information within the organization. Strong candidates will demonstrate a high level of organizational skills with excellent attention to detail.

- Other duties and responsibilities as assigned.

Core Competencies

All staff roles at SiX are grounded in a set of core competencies that are standardized across the organization based on the type of role you hold. As the Senior Staff Accountant working at the Senior Associate level you will be responsible for delivering on the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion.* You have a demonstrated understanding of the role that racial, gender, economic, and other inequities play in our society and in movement-building and demonstrate an ability to effectively collaborate across lines of difference.
2. *Program Implementation.* You are able to support the successful implementation of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *External Communication and Brand Management.* You are able to uphold the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
4. *Partner Engagement.* You are able to maintain successful and professional partnerships with external stakeholders in the implementation of your work.
5. *Knowledge Management.* You are detail oriented and able to assist in the collection, synthesis and dissemination of information to support your team's work.
6. *Financial Administration.* You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Compliance.* You are able to comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
8. *Organizational Culture and Values.* You are able to practice and uphold organizational values in your day-to-day and long-term work. You participate in creating a team culture that is productive, collaborative, and equitable.

Organizational Values

All staff at SiX are responsible for upholding our organizational values, which were developed collaboratively by all staff. These describe the way we strive to do our work together and the kind of organizational culture we want to build. As the Legislative Affairs Senior Associate you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

1. *Equity and Inclusion.* Actively practice our commitment to racial, gender, economic, and social justice. Demonstrate an openness to cultivating progressive, inclusive leadership and welcoming different learning and leadership styles. Seek and accept feedback about ways to strengthen

your awareness and understanding of how to create more inclusiveness in your speech and behavior. Practice humility and continuous learning. Commit to repairing relationships when your speech or behavior has promoted inequity or exclusion.

2. *Collaboration.* Proactively build relationships with your colleagues and partners. Demonstrate respectful speech and behavior. Be honest, kind, and direct in instances of conflict. Adopt a stance of “having each other’s back.” Resist habits of individualism and competition in favor of turning toward and building with one another.
3. *Accountability.* Demonstrate the ability to own and achieve your responsibilities at work. Attend to both the results and the process by which you achieve your results. Pay attention to details, anticipate roadblocks, offer solutions, drive work forward, include relevant stakeholders when making decisions, follow through with delivering high-quality work on time.
4. *Integrity and Trust.* Do not withhold information but democratize knowledge. Acknowledge both your successes and your mistakes. Practice forthrightness, “saying the thing,” graciously giving and receiving feedback, and building your own skills and capacity as well as that of your colleagues.
5. *Initiative and Tenacity.* Take responsibility for your success and the success of your teammates. Demonstrate the ability to manage and successfully execute on the work in the context of a remote organization. Offer and seek answers and options proactively, in consultation with your supervisor, colleagues, and partners. Challenge implicit assumptions and create explicit agreements.
6. *Flexibility.* Embody a “getting to yes” attitude and a propensity for working through roadblocks, building consensus, and course correcting when necessary. Engage in continuous learning and reflection. Seek feedback. Apply your learnings to subsequent projects and responsibilities. Welcome change and seek ways to adapt to new information, people, and circumstances.
7. *Innovation.* Commit to learning and growing the organization’s work. Stay open to possibility. Greet new opportunities with curiosity and a sense of possibility and openness. Contribute to a culture that lets us grow, try new things, succeed (or fail), and learn from our efforts.

How to Apply

Interested applicants should submit a compelling cover letter and resume to jobs@stateinnovation.org. Please indicate the position you are applying for in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled. Priority will be given to candidates who apply by October 9.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, and immigrants to apply for open positions. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.