



Vermont Program for Quality in Health Care, Inc.

Accountant

Part-time, Exempt

Compensation Range: \$40.00–\$45.00 per hour

The Accountant is responsible for day-to-day accounting and ensuring timely processing of accounts payable and supporting contract/grant billing. This position is crucial in maintaining the financial health of our organization, allowing us to effectively implement our programs and initiatives. The Accountant works closely with the Director of Finance, Grants & Operations Administrator, and VPQHC program staff to use financial analysis to support oversight and management of project budgets. The ideal candidate will have a strong background in accounting, experience with grants and contracts, a keen eye for detail, and enthusiasm for improving healthcare quality in Vermont.

A commitment to VPQHC's Core Values, outlined below, is essential:

- *Leading with Compassion* – Fostering empathy, respect, and care.
- *Excellence in All We Do* – Holding ourselves to the highest standards.
- *Independent Thinking, Purposeful Collaboration* – Balancing independence and teamwork.
- *Evidence-Based Innovation* – Driving improvement through research, data, and creativity.
- *Integrity & Trust* – Acting with honesty, accountability, and transparency.

Key Responsibilities

Accounting

- Comply with all financial regulations and standards, including the Uniform Guidance and IRS requirements for nonprofit organizations.
- Maintain the general ledger, including posting monthly and year-end journal entries.
- Oversee and validate accounting transactions, including accounts payable, accounts receivable, and general ledger entries.
- Collaborate with the third-party Accounts Payable firm to ensure accurate and timely financial records are maintained.
- Maintain chart of accounts; develop a dictionary for accounts.
- Perform job costing by allocating direct program expenses and direct labor directly to specific cost objectives and applying indirect costs using an established rate.
- Prepare timely and accurate nonprofit financial statements (Statement of Financial Position, Statement of Activities, and Statement of Cash Flows) by tracking accurate, GAAP-compliant data, differentiating between restricted and unrestricted funds, and using QuickBooks Online.
- Recognize revenue using the appropriate GAAP methodology.



Vermont Program for Quality in Health Care, Inc.

- Perform monthly reconciliations of accounts to ensure accuracy.
- Assist Director of Finance in managing cash flow.
- Support annual financial statement audit and single audit preparation through the maintenance of key work papers, transactions and records. Assist third-party auditors in their conduct of the audit and the preparation of IRS Form 990.
- Assist program managers and executive leadership with inquiries and analysis of organizational budgets, vendor payables and labor costs.

Grant & Contract Administration

- Review invoices, which are prepared by the Grants & Operations Administrator. Provide technical support as needed. Respond to customer billing-related inquiries as needed.
- Provide support for contract and grant reporting, including tracking expenditures, preparing financial reports, and ensuring compliance with all contract or grant terms and conditions.

Qualifications

Required

- Bachelor's degree in accounting, finance, or related field and at least four years of experience in financial management, including understanding, developing, and using allocation methodologies. Associate's degree and at least six years of related experience may be substituted.
- Experience with monthly financial reporting and reconciliation.
- Experience in preparing for and meeting requirements of annual independent financial audits, including Federal Single Audits.
- Excellent analytical, problem-solving, and decision-making skills.
- Proficiency with QuickBooks Online and MS Office suite applications.
- Strong communication and interpersonal skills.

Preferred

- Nonprofit accounting experience.

Work Atmosphere

This role is performed within a professional, collaborative, mission-driven office environment. Hybrid work arrangements available. Occasional travel throughout Vermont required.

To Apply: Submit your cover letter & resume to Ali Johnson, Associate Director of Finance (alij@vpqhc.org).