

Staff Accountant ***FirstGen Forward***

About FirstGen Forward

FirstGen Forward, formerly the Center for First-generation Student Success, is the premier source of evidence-based practices, professional development, and knowledge creation for the higher education community, advancing the success of first-generation students. Our vision is focused on transforming higher education to effectively serve first-generation students, empowering their success in education, career, and life, while strengthening the broader field of student success.

FirstGen Forward remains a strategic partners with NASPA - Student Affairs Administrators in Higher Education, and they support FirstGen Forward's organizational operations. FirstGen Forward staff are employees of NASPA.

About NASPA

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

Reports To: Executive Vice President, Innovation and Effectiveness

Supervises: N/A

About the Position

The staff accountant is a key member of FirstGen Forward's operations team, responsible for supporting and working alongside NASPA to execute all accounting functions. Core responsibilities include recording revenue and expenses, preparing reconciliations, and managing journal entries, while ensuring compliance with accepted accounting practices and procedures. As an independent, non-profit organization, FirstGen Forward partners with multiple external funders; therefore, this role will also involve monitoring grant expenditures and managing grant reporting and deadlines. Additionally, the staff accountant will collaborate closely with NASPA, adhering to all NASPA accounting policies, to manage day-to-day bookkeeping and accounting entries.

Essential Responsibilities

- Manage and process Accounts Receivable (AR) transactions, including monitoring, creating journals, tracking all bank account activity, making recommendations for write off, and serving as the point of contact for all inquiries.
- Manage and process Accounts Payable (AP) transactions, including data entry, managing approvals, processing checks, ACH, and wire payments, creating journals, tracking all bank account activity, and serving as a point of contact for all inquiries.
- Verify and reconcile online revenue transactions for multiple programs and initiatives.
- Prepare all cash disbursement entries for the organization and work alongside NASPA to reconcile.
- Verify and reconcile the monthly grant spend reports.
- Work collaboratively to produce grant summary documents and budgets for each grant, including newly awarded grants, to summarize the terms, funding, and intent of each grant for internal stakeholders.
 - Coordinate budget review meetings with department and programming staff to steward fiscal responsibility aligned with grant specifications.
- Produce quarterly financial reports for organizational leadership and the board of directors.
- Resolve payment discrepancies and disputes on behalf of the organization.
- Manage customer invoicing, including preparing and disseminating, and oversee the vendor registration process.
- Develop and sustain strong working relationships with NASPA's accounting team.
- Submit monthly transfer requests for payroll, technology, and other expenses to NASPA's accounting team for processing.
- Collaborate with NASPA to manage and reconcile the organization's corporate credit card expense accounts, if necessary.
- Work alongside NASPA to assist with monthly, quarterly, and year-end close processes, audit prepared by Client (PBC) schedules, annual audit inquiries/requests, and preparation of the 990.
- Assists with all-team projects and participates actively in staff meetings and projects.
- Other activities, duties, and responsibilities as assigned to support the organization.

Qualifications

FirstGen Forward is looking for a solution-oriented accounting expert with experience working with a non-profit organization who has:

- 3 years' experience in an accounting-based role.
- A bachelor's degree in finance, accounting, business, or a related field is required.
- Experience developing and adhering to processes, policies, and procedures for a new or developing organization
- Demonstrated communication and customer service skills.
- Demonstrated project and time management skills, with the ability to work on multiple projects simultaneously.
- Demonstrated experience as a collaborative, self-starter with the ability to work independently and in teams.
- Demonstrated attention to detail.
- Demonstrated critical thinking skills, including the ability to analyze data.
- Sage Intacct and [Bill.com](https://www.bill.com) experience preferred; strong ability to learn new technologies and platforms required.

- Demonstrated commitment to cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership.
- Experience in a non-profit organization preferred.
- A commitment to supporting first-generation students.
- Proficiency in Microsoft Office and Google products

Employment Status:

Full-time Exempt: Exempt employees by definition, are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

Candidates must be authorized to work in the U.S. NASPA, therefore, FirstGen Forward does not initiate, extend, or provide immigration or work visa sponsorship for employment.

Salary Range

The salary range for this position is \$75,000 - 85,000.

NASPA offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off, including accrued PTO, family leave, community service leave, and holidays.

Office Location/Working Conditions/Physical Requirements

Office Location

This position may be based anywhere in the contiguous 48 states.

It is the employee's responsibility to provide reliable internet capabilities for any work location outside of the Washington, D.C. office.

Travel

Occasional overnight travel to represent NASPA at events, on college and university campuses, and in-person meetings is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

Physical Requirements

- This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.
- Responsibilities occasionally may require an adjusted work schedule, and evening/weekend hours in order to meet deadlines and support events and programs.

Commitment to Non-Discrimination Statement

NASPA provides equal employment opportunity for all applicants and employees. NASPA does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by

law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA also makes reasonable accommodations for employees with disabilities.

To Apply

Interested candidates should submit the following for consideration:

- Letter of Interest/Cover Letter
- Resume
- Three References
- Sample deidentified financial statements or variance reports prepared for current or previous organizations or entities supported. *Please submit PDF versions only.*

A complete set of materials should be submitted through [this Asana form](#). Materials received by **Wednesday, November 5, 2025**, at 11:59 PM Eastern Time will receive priority consideration, but the review will continue until the position is filled.