November 16, 2026

Position Title: **Staff Accountant**
Reports to: **Director of Budget & Financial Management**
Classification: **FLSA Status - Full-time/Exempt/Salaried**

Position Summary

The ***SkillSource*** Group, Inc. (SSG) supports economic and workforce development initiatives throughout the Northern Virginia region. The **Staff Accountant** is responsible for supporting both grant financial management and day-to-day accounting operations for the organization. This role ensures assigned grant funds are tracked, billed, and reported accurately and in compliance with funder requirements, while also managing accounts payable, accounts receivable, and account reconciliations. This role has advanced Excel skills and is comfortable working with large data sets, understands project and/or class tracking in QuickBooks Online, is detail-oriented, and is comfortable working independently across recurring operational deadlines and funder reporting cycles.

Key Responsibilities

Grant Financial Support

- Ensure all transactions are coded to the correct grant, project, or class.
- Prepare financial reports, invoices, and drawdown requests for assigned grants.
- Monitor grant expenditures against budgets and flag variances to program and finance leadership
- Ensure costs are allowable and properly allocated in accordance with grant terms and applicable regulations (including Uniform Guidance, where applicable)
- Prepare and maintain labor distribution reports, allocating payroll costs to grants and programs based on timesheets, effort reports, or approved allocation plans
- Support grant closeouts, audits, and funder monitoring reviews

Accounts Payable

- Process vendor invoices, expense reports, and payment requests with proper coding (account, grant/project, and class) and approvals
- Maintain vendor files and collect W-9s and 1099 information

Accounts Receivable

- Prepare invoices for review
- Track outstanding balances and follow up on past-due accounts
- Reconcile grant and contract receivables to funder billing

Reconciliations and Month-End

- Prepare monthly bank and credit card accounts reconciliations for supervisor review
- Record payroll allocation journal entries and reconcile labor distribution to the payroll register and general ledger
- Assist with month-end close, journal entries, and accruals
- Maintain organized documentation to support audits

Other

- Other Duties as Assigned

Required Qualifications

The ***SkillSource*** Group Inc.recognizes that talented individuals obtain skills through a variety of professional, personal, educational, and volunteer experiences. The qualifications listed below are representative of the types of knowledge, skills, and abilities related to successfully executing this role.

- Resonance with the mission and values of The ***SkillSource*** Group, inc.
- Bachelor's degree in Accounting, Finance, or related military experience.
- Minimum 3–5 years of accounting experience, preferably including nonprofit grant accounting.
- Knowledge of federal grant requirements, Uniform Guidance (2 CFR 200), and nonprofit accounting principles.
- Proficiency in Microsoft Office products and utilization of web-based tools
- Advanced Excel skills, including pivot tables, VLOOKUP/XLOOKUP, SUMIFS, and data cleanup, with the ability to manipulate and analyze large data sets accurately
- Experience with financial reporting, reconciliations, and general ledger accounting.
- Strong analytical, organizational, and communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong work ethic, integrity, maturity and good judgment, a great sense of humor
- Must possess good communication and customer service skills, organizational abilities, attention to detail and be able to meet deadlines.
- Access to and utilization of a privately-owned automobile for travel throughout the Northern Virginia Region (All business mileage will be reimbursed at the IRS-approved mileage rate.)

Compensation and Benefits

The target salary range for this role is $62,500 to $70,000 annually, depending on education and experience. The***SkillSource*** Group offers an outstanding benefits package, including a 401(k)Retirement Savings Plan, Employer-supported Health, Life, and Disability Insurance premiums.

Physical Demands and Work Environment

Work is performed primarily in an office or hybrid environment. Position requires extended computer use, communication by phone and video conference, and occasional travel to meetings or sites within Northern Virginia. Occasional additional hours may be required during audits, month-end close, or reporting deadlines. This position will be based at The ***SkillSource*** Group, Inc. administrative office located at 8270 Greensboro Drive, Suite 850, McLean, VA 22102. Free parking provided. This position is eligible for telework.

How To Apply

Please submit a cover letter and resume to Hanna Do, Director of Budget & Financial Management with The ***SkillSource*** Group, Inc. via email at careers@vcwnorthern.com. In the email Subject line, please reference Staff Accountant. Applications received by November 25, 2026 will be assured full consideration.

The SkillSource Group, Inc is an equal opportunity employer, E-Verify participant, and drug-free workplace.