

Believe in what we do. Value who we are.



Accounting Coordinator

About NATP

The National Association of Tax Professionals (NATP) is the largest association dedicated to equipping tax professionals with the resources, connections, and education they need to provide the highest level of service to their clients. 23,000 members rely on NATP to deliver professional connections, content expertise, and advocacy that provides them with the support they need to best serve their clients. The NATP headquarters is located in Appleton, WI. To learn more, visit www.natptax.com.

What You Do

These duties are not meant to be all-inclusive and other duties may be assigned.

- Ambassador of NATP Values – Excellence, Respect, Inclusion and Belonging, Passion
- Complete the daily deposit reports
- Prepare the daily bank reconciliation
- Process daily sales transactions
- Reconcile company travel costs
- Reconcile and record payments to chapters
- Prepare monthly credit card reconciliations
- Prepare assigned monthly general ledger account reconciliations and journal entries to support month end close
- Assist with year-end audit preparation
- Assist with sales tax filings
- Support Accounts Payable, as needed

What You Bring

- Solid computer and technology experience, O365, especially Excel
- Curiosity, interest in learning, basic understanding of accounting principles
- Excellent attention to detail
- Pursuing or has an accounting/bookkeeping certificate or associate degree in accounting and/or has relevant experience.
- Exceptional organizational, communication, and customer service skills
- Ability to maintain confidential and sensitive data

Work Environment

Work is performed in an office or home office environment with minimal exposure to injury. Routinely using basic office equipment including phone and computer are essential. Work hours are normally Monday through Friday and will usually average 40 hours per week. Telecommuting is an option.

Benefits

- 3 medical plan options with employer H.S.A contribution
- Dental and vision insurance
- Dependent care & medical flexible spending account
- Paid basic life insurance + voluntary life options
- Accident, hospital & critical illness
- 401(k) with employer match
- 13 paid holidays
- Paid Time Off (PTO) + Birthday PTO
- Flexible work arrangement
- Employee Assistance Program
- Short-term and long-term disability
- Tuition and certification support

The National Association of Tax Professionals (NATP) is an Equal Opportunity Employer. The policy of NATP is to extend opportunities to qualified applicants and staff on an equal basis regardless of an individual's race, color, gender, age, national origin, religion, citizenship status, marital status, sexual orientation, gender identity, transgender status, physical or mental disability, protected veteran status, genetic information, pregnancy, or any other categories protected by applicable federal, state or local laws.

NATP is an equal opportunity employer (Minority/Female/Disabled/Veteran)

If you require a reasonable accommodation as part of the application process, please contact HR at HRD@natptax.com.