



For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Staff Accountant (New York, NY)

The Staff Accountant supports the Finance Director in carrying out the responsibilities of the Finance Department in support of Episcopal Relief & Development's core values and strategic goals. This position assists in coordinating and monitoring all aspects of the organization's financial accounting and reporting systems, including but not limited to, accounts payable, consultant contracts, cash receipts, general ledger reconciliations, recording and reporting, financial policies and procedures, state registrations and budget and audit support.

As Staff Accountant, you will:

- Serve as principal point person for preparing accounts payable for processing
- Review and audit payments for accuracy, assuring payments have proper supporting documentation, adhere to organizational policies and procedures and that all payments are processed in a timely manner, reconciled correctly and coded to the correct general ledger accounts
- Maintain consultant and independent contractor files, and track payments and closing dates for all agreements
- Receive, correctly code and document non-contribution incoming cash receipts
- Review and reconcile open travel advances, prepayments, deferred revenues and other to the general ledger accounts for accuracy
- Prepare Journal Entries to properly record financial activities, including monthly financials of the Regional Office branch and employee credit card activity
- Analyze and reconcile monthly stock gift brokerage activity
- Assist with monthly financial closing
- Analyze monthly departmental budget vs actual by cost center, and prepare and distribute monthly financial reports to managers, including assisting in resolving inquiries and follow-ups from managers
- Assist in the implementation of financial policies and procedures and with training staff on the policies and procedures
- Oversee and manage annual state registration process, coordinating with legal counsel and ensuring timely registration filings
- Assist with preparation of audits, IRS 990 and other annual reports, and the annual budget development process
- Support Grants Management function in providing data for grant proposals, reporting and compliance



You Are:

- Highly organized with strong time-management and multi-tasking skills
- Detail-oriented with exceptional analytical and reasoning skills
- An effective communicator who has sound judgment and manages sensitive information with discretion and confidentiality
- An enthusiastic team member who is excited to work cross-functionally in a highly collaborative environment with tact, diplomacy and sensitivity to diverse backgrounds
- Accessible and able to work from the NY office, but also comfortable with and willing to work independently in a remote-work environment
- Comfortable working in a faith-based environment

You Have:

- A shared commitment to Episcopal Relief & Development's mission, values and cultural diversity, equity and inclusion efforts in the workplace
- A Bachelor's degree in accounting or a related field and/or equivalent experience
- Three (3) to five (5) years of nonprofit accounting/financial experience; International and cross-cultural experience preferred
- Advanced proficiency in Microsoft Office suite, particularly Microsoft Excel
- Applied use and understanding of accounting and financial systems; Proven experience with Blackbaud financial software, including FE NXT, RE NXT and Grantmaking strongly preferred. Experience with FundEZ helpful
- Demonstrated experience with project management/ task management software (like Asana) helpful
- Fluency in French and/or Spanish a plus

How To Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line "Staff Accountant." For more information, visit our website at www.episcopalrelief.org.

* Generous benefits package offered.

** Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request accommodation at any time.