

For more than 80 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.

Senior Staff Accountant (New York, NY or Remote USA)

The Senior Staff Accountant supports the Finance Director in carrying out the responsibilities of the Finance & Accounting Department in support of Episcopal Relief & Development's core values and strategic goals. You will assist in coordinating and monitoring all aspects of the organization's financial accounting and reporting systems, including but not limited to, general accounting, cash receipts, payroll, financial policies and procedures, state registrations and audit support.

As Senior Staff Accountant, you will:

- Review and reconcile open travel advances, prepayments, deferred revenues and other to the general ledger accounts for accuracy
- Maintain prepaid and inventory schedules, and prepare and maintain pledges discount schedule
- Prepare Journal Entries to properly record financial activities, including monthly financials of the Regional Office branch
- Review, reconcile and create journal entries to record credit card activity and travel expenditures
- Analyze and reconcile monthly stock gift brokerage activity
- Assist with preparation of quarterly and annual filings
- Assist with monthly financial closing, ensuring accuracy and completeness of financial statements
- Record month-end accruals in accordance with GAAP
- Receive, correctly code and document non-contribution incoming cash receipts, and perform monthly revenue consolidation
- Lead state payroll taxes registration process, ensuring regulatory compliance regarding payroll obligations
- Calculate appropriate payroll tax withholdings for all employees, and coordinate with HR on payroll taxes related matters and the calculation of salary/benefits adjustments
- Assist in the implementation of financial policies and procedures and with training staff on the policies and procedures; ensure organizational policies and procedures are followed
- Support the annual states registration process, coordinating with legal counsel and ensuring timely registration filings and other regulatory compliance
- Assist with preparation of audits, IRS 990 and other annual reports

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
- 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 justice, equity, diversity and inclusion efforts
- A Bachelor's degree in accounting, finance, or a related field and/or equivalent experience
- A minimum of five (5) years of relevant accounting/finance experience, preferably in the nonprofit sector or managing a portfolio with multiple departments/products
- A minimum of three (3) years of experience in a finance manager role; 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
- Demonstrated experience with project management/ task management software (like Asana) helpful
- Fluency in an additional language (French, Portuguese, Spanish, etc.) a plus

How To Apply:

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

* Competitive salary and 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.