

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: Accounting Coordinator

REPORTS TO: Controller

DEPARTMENT: Finance

DIVISION: Operations

LOCATION: New York, NY

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: August 1, 2025

PRIMARY FUNCTION/PURPOSE:

The Accounting Coordinator plays a key role in supporting the financial operations of Episcopal Relief & Development. Reporting to the Controller, the coordinator provides cross-functional support of the Finance team. This position ensures accurate recordkeeping, supports revenue and expense reconciliation, facilitates timely processing of financial transactions, assists in audits, and contributes to the efficiency and integrity of the Finance Department. The role also includes responsibility for the reconciliation and review of the TravelBank platform for credit card transactions and employee reimbursements. The position is fully remote, requiring strong communication and organizational skills to work effectively across time zones with a distributed team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

➤ Administration:

- Maintain and organize the finance department's cloud-based file-sharing structure.
- Manage and maintain comprehensive files for consultants, bank statements, and insurance policies.
- Maintains and update finance portal hub with latest documents and information.
- Communicate proactively with vendors to ensure accurate and up-to-date file documentation.

➤ General Accounting and Finance

- Assist with the preparation of monthly journal entries, account reconciliations, and comprehensive financial reports
- Maintain and organize supporting documentation for all journal entries and financial transactions.
- Assist in preparing schedules and gathering data for both internal and external audits.
- Support critical month-end and year-end close processes.
- Perform accurate and timely monthly bank reconciliations.

- Assist the Finance Team with monthly financial analysis and reporting.

➤ Accounts Payables

- Review and audit payment vouchers for accuracy, ensuring proper supporting documentation and adherence to organizational policies, procedures, departmental approvals, and signatory limits.
- Maintain and accurately update vendor/consultant banking details.
- Source all bank confirmations and provide payment backup to pertinent staff.
- Update Blackbaud Grantmaking payment records.
- Serve as the reliable backup for the Accounts Payable Specialist.
- Assist with vendor onboarding processes and year-end 1099 preparation.

➤ Revenue Reconciliation & System Import

- Reconcile revenue received from the development system with bank activity and accounting records.
- Coordinate closely with the Development team to validate donor and grant revenue data.
- Import and accurately record revenue batches into the accounting system, ensuring proper classification and coding.
- Investigate and resolve discrepancies in revenue data, collaborating with internal teams to ensure data integrity.

➤ Credit Card & Reimbursement Reconciliation

- Review and reconcile employee credit card transactions and reimbursements submitted via the TravelBank platform.
- Ensure proper coding, supporting documentation, and policy compliance for all TravelBank entries.
- Collaborate with staff across departments to efficiently resolve discrepancies or obtain missing documentation.
- Import and accurately record approved TravelBank transactions into the accounting system.

SUPERVISORY REQUIREMENTS:

- This role has no direct supervisory responsibilities.

EDUCATION:

- Bachelor's degree in related field.

EXPERIENCE:

- 2-4 years of relevant experience in a finance, accounting or administrative role.
- Experience with Microsoft Office suite; proficiency with Excel and experience developing spreadsheets required.

- Experience in international organizations or international and cross-cultural experience.
- Experience in nonprofit accounting preferred.
- Experience with Blackbaud financial software, including FE NXT, RE NXT and Grantmaking strongly recommended.

RELATED SKILLS:

- Highly organized, with the ability to follow tasks through to completion and meet hard deadlines.
- High attention to detail and excellent analytical skills.
- Ability to work independently in a remote-work environment, with strong time management and multi-tasking skills.
- Ability to work in a highly collaborative and cross-functional environment.
- Ability to work and effectively communicate in a cross-cultural environment
- Comfortable working in a faith-based environment.
- Experience with project management/ task management software (like Asana) a plus.
- Additional language (French, Arabic, Portuguese, Spanish, etc.) is a plus.

OTHER REQUIREMENTS:

- The physical demands of this job are typical of those in any office workplace environment.
- May be required to work a varied schedule, including evenings and weekends, mostly during audit times.

SALARY RANGE:

- \$50,000 - \$58,000

SALARY & BENEFITS:

Annual salary range of \$50,000-58,000 Per year

Competitive, comprehensive benefits package offered

How To Apply: Email resume and cover letter to careers@episcopalrelief.org with the subject line "Accounting Coordinator ". For more information, visit our website at www.episcopalrelief.org. The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

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Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer. 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, or veteran status.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

