



## Senior Accountant

### How does it all work?

Global Fund for Children invests in locally-led organizations, typically in cohorts united by issue areas and geography, which improve the lives of children and youth challenged by poverty, injustice, and discrimination. We provide flexible, small grants and help our partners strengthen their organizational capacity in areas most important to them. We fund organizations that are tackling tough issues in our four thematic focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation. We seek to boost the collective efforts of our partners to influence transformative change and mobilize networks, and we encourage our partners to learn from each other.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth-centered.

### What will you be doing?

The Senior Accountant is responsible for performing day to day financial, accounting, and grant support services for the organization. The Senior Accountant will be responsible for ensuring that all grants disbursements, accounts payables and receivables are processed in accordance with Global Fund for Children's policies and procedures in a timely manner. This is a full time exempt position, reporting directly to the Vice President, Finance based in Washington, DC.

#### General Accounting (70%):

- Process cash receipts and reconcile monthly donations with the development department.
- Process all vendor, corporate credit card, and staff reimbursement payments accurately and in a timely manner.
- Reconcile all monthly credit card and travel expenses reports in Concur expense reporting system and enter in the accounting system.
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- Administer US-based payroll, using various tools and partnering with ADP to deliver flawless payments.

- Reconcile and process benefits-related invoices and retirement fund contributions; assist in completing benefits renewal applications and related annual compliance filings; ensure payroll deductions are recorded in a timely manner in accordance with benefits enrollments and updates
- Review the financial reports prepared by the outsourced accounting firms for GFC's related entities in U.K. and H.K.
- Assist the Vice President, Finance with the audits for GFC US's related entities in U.K and H.K.
- Assist Vice President of Finance and Finance Manager in preparing schedules for GFC US annual audit and Form 990 submission.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Assist Vice President of Finance and Finance Manager in production of cash flow reports, annual budget, and forecasts.
- Maintain employee files and assist HR in employees hire and exit procedures and in other HR compliance related tasks.
- Maintain an orderly accounting filing system.
- Perform other ad-hoc accounting, financial, and administrative tasks as required.

#### Grants Accounting (30%):

- Update and maintain Finance calendar with important events and deadlines.
- Work with Finance Manager to administer grants to grassroots partners through the various grant stages including the revision of paperwork, disbursement of funds, and updating status on GIFTS.
- Assist Finance Manager in preparing budget to actual grant files and financial reports for multiple donors.
- Oversee the timely completion and approval of timesheets in ADP. Track staff time based on approved budgeted grant allocation.
- Use approved timesheets data to prepare monthly reports for payroll and indirect costs allocation.

#### **Are you the right person?**

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field.
- Non-profit accounting experience required.
- At least three years of general accounting or equivalent experience managing grants. This includes processing financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping, and preparation of monthly, quarterly, and/or annual reporting.
- Proven experience entering high-volume data into a general ledger system.
- Ability to work both independently and as part of a team.
- Experience in grants/contracts financial management; including knowledge of budgeting and accounting procedures for grants/contracts highly desired.
- Experience with Intacct Accounting Software and Concur Expense reporting, a plus.
- Experience with payroll processing and benefits administration, preferred.

- Experience working with Microsoft Excel, including managing data with tables by using pivot tables and what-if formulas.
- Excellent written and oral communication skills and attention to detail required.

**How to apply:**

Please send a cover letter which includes salary expectations and a resume or curriculum vitae to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org) with “Accountant” in the subject line. Applicants must be legally eligible to work in the United States. Position is open until filled for immediate hire and only short listed candidates will be contacted. Check us out at [www.globalfundforchildren.org](http://www.globalfundforchildren.org).

We offer great benefits including generous paid time off, 100% employer paid medical insurance and a 403b safe-harbor match plan.

**GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**