



Staff Accountant

Who We Are:

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since our founding nearly 25 years ago, GFC has invested nearly \$40 million in over 600 grassroots organization around the world. Check us out at www.globalfundforchildren.org.

Position Summary

The Staff Accountant is responsible for performing the day-to-day accounting functions and assisting with the operations of GFC. The Staff Accountant will be responsible for ensuring that all disbursements and receivables are processed and reconciled in accordance with GFC's policies and procedures in a timely manner. This is a full time exempt position, reporting directly to the Finance Manager based in Washington, DC.

Primary Responsibilities:

- Process cash receipts and reconcile monthly donations with the development department.
- Receive, review and process all vendor invoices in Intacct accounting system.
- Initiate payments in the banking system using Billpay service, priority payment, wire transfers, and ACH on the 1st, 15th and last business day of each month.
- Maintain vendor files including paid invoices, automated vendor database and Form W-9's.
- Reconcile all monthly credit card and travel expenses reports in Concur expense reporting system and enter into the accounting system.
- Maintain employee files and assist HR with compliance related task, employee hire/exit procedures and benefits reconciliations.
- Maintain an orderly accounting filing system.
- 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 in GIFTS.
- Assist Finance Manager in preparing budget to actual grant files and financial reports for multiple donors.
- Assist with month-end closing procedures, including overhead allocations, bank reconciliations, and sub ledger reconciliations.

- Assist Vice President of Finance and Finance Manager in preparing schedules for GFC US annual audit and Form 990 submission.
- Receive and review the financial reports prepared by the outsourced accounting firms for GFC's related entities in U.K. and H.K
- Perform other ad-hoc accounting, financial, and administrative tasks as required.

Experience and Skill Requirements:

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field.
- Non-profit accounting experience required.
- Three or more years of general accounting; grant accounting is a plus.
- Experience in 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 with Intacct Accounting Software and Concur Expense reporting, a plus.
- Experience with payroll processing and benefits administration, desired.
- Ability to develop clear, concise, and accurate financial reports in MS Excel.
- Excellent written and oral communication skills and attention to detail required.

If this sounds like a fit, we want to hear from you. Please send a cover letter which includes salary expectations and a resume or curriculum vitae to careers@globalfundforchildren.org with "Staff 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. The annual salary range for this position is \$50,000 - \$60,000 dependent on experience.

Check us out at www.globalfundforchildren.org.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We offer great benefits including generous paid time off, 100% employer paid medical insurance and a 403b safe-harbor match plan.