



Staff Accountant

Who we are:

Global Fund for Children partners with local organizations around the world to help children and youth reach their full potential and advance their rights. We are the only global nonprofit dedicated to finding, funding, and collaborating with community-based organizations that empower children and youth. Since 1997, GFC has impacted the lives of 11 million children through a network of 700+ local organizations worldwide. Learn more: www.globalfundforchildren.org.

Who we need:

Do you want to ignite social innovation to help children and youth transform the world? Are you interested in joining 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?

If so, we have the opportunity for you!

GFC is seeking a Staff Accountant who will be 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 Controller based in Washington, DC.

What you'll do:

- 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 expense reports in Concur's expense reporting system and enter into the accounting system.
- Maintain an orderly accounting filing system.
- Work with the Finance Controller to administer grants to grassroots partners through the various grant stages including the revision of paperwork, disbursement of funds, and updating status in the GivingData database.
- Assist Finance Controller in preparing budget to actual grant files and financial reports for multiple donors.
- Assist with month-end closing procedures, including overhead allocations, bank reconciliations, sub ledger reconciliations and the preparation of balance sheet schedules



- Assist Vice President of Finance and Finance Controller in preparing schedules for GFC US annual audit and Form 990 submission.
- Perform other ad-hoc accounting, financial, and administrative tasks as assigned.

What we're looking for:

- Non-profit accounting experience **required**.
- 5-7 years of proven general accounting experience to include Accounts Payable, Cash Receipts, Bank Reconciliation, and General Ledger **is required**; 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 using an enterprise accounting system, entering high-volume data into various modules of the accounting system, **SAGE INTACCT is preferred**
- Experience using an online expense processing system, **SAGE Concur is preferred**
- Experience using an online banking system to process bill payments, ACH and Wire transfers, **preferred**
- Experience with payroll processing and benefits administration, **ideal**.
- Ability to develop clear, concise, and accurate financial reports in MS Excel. PIVOT Tables, VLook-up and other advanced functions, **preferred**
- Ability to work both independently and as part of a team.
- Excellent written and oral communication skills and attention to detail is **required**.

How to apply:

If this sounds like a fit for you, we want to hear from you. Please send a cover letter that 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 candidates with strong backgrounds will be contacted. The annual salary range for this position is between \$50,000 - \$60,000, **heavily dependable on experience and the completion of an aptitude test.**

Check us out at www.globalfundforchildren.org.

We are committed to protecting the health and wellbeing of our team members and our community during the global coronavirus pandemic. Our full team is currently working from home. We have cancelled or rescheduled all travel and moved our meetings and events online. We therefore anticipate that the hiring process for this position will be virtual, and that the Staff Accountant will work remotely until it is safe to reopen our Washington, DC office.

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