

Position Description

Title: Staff Accountant
Department: Finance
Reports to: Financial Controller
Location: New York City
Schedule: Hybrid

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Upwardly Global seeks a Full-Time Staff Accountant with 2-3 years of experience with bookkeeping/accounting duties. The position reports to the Financial Controller.

To be successful as staff accountant, you should be able to accurately maintain a general ledger and ensure compliance with generally accepted accounting principles (GAAP). An outstanding staff accountant should also have excellent communication, organizational, and analytical skills.

Essential Duties & Responsibilities

- Processing day-to-day transactions including:
 - Accounts payable (Invoice review, vendor setup and background checks, payment runs etc.)
 - Accounts Receivable (invoices, payments, credit memos etc.)
 - Journal Entries
 - Investigate and resolve discrepancies and prepare adjustments
 - Monitor finance mailbox
- Daily review of Corporate CC Charges for completeness and accuracy.
- Daily/weekly recording of Cash Receipts.
- Assist with monthly reconciliations of balance sheet accounts.
- Assist with the monthly close process. Prepare post-close reporting.
- Maintain various department files/documents. Update written policies and procedures as needed.
- Assist Grants Accountant with grant analysis, billing and compliance:
 - Gather documentation for billings/audits
 - Run reports (budget vs. actual comparisons, general ledger details) and updating basic analyses
 - Prepare billings and record invoices in Intacct
- Support grant proposal and compliance processes:
 - Gather cost and other financial documentation; ensure the agreement is signed
 - Represent Finance/Grants during the kick-off calls
 - Support the sub-grant process by collecting the vetting documents and organizing the summary analysis

- Support the MOU/subcontract process by formatting the agreement templates and adding government terms
- Manage and maintain insurance requests, state registrations, government site compliance
- Prepare initial grant budgets for review
- Support the organization budget process with activities such as comparing the grant budgets with the organization budget, reviewing revenue, and entering data into budget software.
- Assist in preparing for the annual audit.
- Perform other duties and/or projects as assigned by the Controller.

Knowledge and Skills Required

- Bachelor's Degree in Accounting
- 2-3 years of accounting experience
- Working knowledge of GAAP
- Ability to handle multiple concurrent projects in a deadline-driven environment
- Good communication skills (verbal/written) a must
- High level of initiative, attention to detail and organizational skills
- Nonprofit experience a plus; motivation to work in this sector essential
- Knowledge of Intacct a plus
- Basic Excel skills essential; Mid-level competency including pivot tables desired
- Proficiency with other Microsoft Office programs
- Desire to learn and grow
- Passion for Diversity, Equity, Inclusion and Belonging

Work Environment/Physical Requirements

- Must be available to work evening events and to occasionally work weekend sessions.
- Must have reliable transportation depending on region.

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.

Salary Range Transparency: \$55,000- \$65,000

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter with salary expectations to HR@upwardlyglobal.org with Staff Accountant, NY in the subject line.