Position Description

Title: Senior Accountant  
Department: Finance  
Reports to: Financial Controller  
Location: New York, Chicago, DC or San Francisco  
FLSA Status: Exempt

About the Organization

Over the years, Upwardly Global has supported thousands of immigrant and refugee professionals in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized coaching 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 is seeking a Full-Time Senior Accountant with 5-7 years of experience in all aspects of day-to-day accounting operations. The Senior Accountant reports to the Controller and supervises the Staff Accountant. The Senior accountant is a key member of the Finance team; they ensure accuracy, timeliness, and compliance. They perform a key role in the administration of the annual external audit/990 and deliver reports and analyses to internal and external stakeholders. This person will possess the skills, ability, and drive to serve as the key backup to the Controller as needed.

Essential Duties & Responsibilities

Daily accounting functions include general ledger, accounts receivable/payable, expense reports, credit cards, revenue recognition, and reporting.

- Supervise the Staff Accountant
- Function as the main point of contact for staff for all day-to-day questions
- Ensure accuracy, completeness, timeliness and compliance with GAAP, agency, and funder policies for the daily accounting processes:
  - Accounts Payable
  - Accounts Receivable
  - Purchasing
  - Journal Entries
- Investigate and resolve discrepancies, and prepare adjusting entries.
- Complete monthly reconciliations of all B/S accounts
- Prepare various monthly allocations and recurring journal entries, including personnel and fringe allocations.
- Perform key tasks in the monthly close process, including the production of various month-end reports and analyses.
• Update written policies and procedures as needed; suggest changes and improvements as necessary.
• Participate in monthly Budget vs. Actual internal review meetings with department managers and directors. Follow up on questions and adjustments resulting from such reviews.
• Prepare, maintain, and update a variety of analyses and schedules.
• Prepare and/or supervise the preparation of annual audit B/S account analyses and other routine audit schedules.
• Play a key role in the annual 990 & State Filings schedules preparation along with the Controller.
• Research new accounting pronouncements and how they apply to the agency; present findings to Controller and VP of Finance
• Ensure a positive and collaborative work environment for the team.
• Act as a thoughtful steward of the cultural values we strive for as a team and organization.
• Perform other duties and/or projects as assigned by the Controller.

Knowledge and Skills Required

• Bachelor’s degree in accounting required.
• 5-7 years of accounting experience at the staff/senior accountant level
• Nonprofit experience required.
• Advanced Excel skills including pivot tables required.
• Excellent communication skills (verbal/written) necessary.
• Demonstrated experience with all facets of day-to-day accounting.
• Knowledge of Intacct a plus
• Ability to manage multiple concurrent projects in a deadline-driven environment.
• Greater NY Area based.
• High level of initiative, attention to detail and organizational skills.
• Proficiency with other Microsoft Office programs

Work Environment/Physical Requirements

• Must be available to work evenings as needed.
• Must have reliable transportation depending on region.
• Hybrid Schedule (2 days from office)

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:
- Central Region: $80,000 - $90,000 USD per year
- Western/Eastern Region: $85,000 - $95,000 USD per year

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 Senior Accountant in the subject line.