

Position Description

Title: Staff Accountant
Department: Finance
Reports to: Senior Accountant
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 is seeking a Full-Time Staff Accountant with 1-3 years of experience with bookkeeping/accounting duties. The position reports to the Senior Accountant.

To be successful as a 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.)
- Serving as the point of contact for staff/vendors for all A/P-related inquiries
- 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.
- Processing bank deposits
- 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 update fundamental analyses
- Prepare billings and record invoices in Intacct
- Assist in preparing for the annual audit.
- Perform other duties and projects as assigned.

Knowledge and Skills Required

- Bachelor's degree in accounting
- 1-3 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 is essential
- Knowledge of Intacct, Yooz, or Ramp a plus
- 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 have reliable transportation (public or private) for commuting purposes.

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: \$60,500- \$66,000

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 apply by clicking [here](#) and submitting a resume and cover letter.**

Benefits

- Hybrid Schedule (two times a week from the office)
- Accrued Paid Time Off 160 hours per year
- 40 hours of paid sick time
- 16 hours of Health and Wellness
- Two days of Floating Holidays per year
- 8 hours for Civic Engagement
- Birthday Holiday
- Medical Insurance - UpGlo pays 85% of the premium



A resource for skilled immigrants.
An opportunity for America.

- Dental/Vision Insurance
- Short Term Disability Plan
- Long Term Disability
- Life Insurance
- 403b Retirement Plan with 3% match