

Staff Accountant

Full Time Regular
Professional
Washington, DC, US

Today
Requisition ID: 1162

Salary Range:

\$73,000.00 To \$79,000.00 Annually

DEPARTMENT: Finance and Administration

REPORTS TO: Controller

LOCATION: Washington, DC

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

PRIMARY OBJECTIVE: To maintain accurate general ledger records for three distinct organizations (Bread for the World – 501(c)(4), Bread for the World Institute – 501(c)(3), and Alliance to End Hunger – 501(c)(3)) by reconciling balance sheet accounts, analyzing discrepancies, and posting necessary journal entries.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Prepare bank deposits daily
2. Update cash balances daily
3. Reconcile operating and investment accounts monthly
4. Review other assets and liability accounts monthly
5. Prepare monthly Visa expense journal entries and reconcile account
6. Maintain the fixed asset schedule and depreciation
7. Prepare revenue journal entries (review the upload)
8. Prepare other necessary journal entries
9. Performs other duties as assigned

SECONDARY RESPONSIBILITIES/ACTIVITIES:

- Represents the finance department in special internal or external meetings as required.

SUPERVISION EXERCISED: None

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in Accounting or Business Administration required or equivalent experience.
- A minimum of five years of work experience performing broadly similar responsibilities and gaining a thorough grounding in professional principles.
- Excellent organizational, customer service and communication skills, including the ability to convey technical information in a clear and concise manner (mostly to internal stakeholders)
- Strong analytical skills and attention to detail, including ability to conduct research and analyses of multiple factors related to organizations' revenue and expenses and ability to make data-driven recommendations and decisions.
- Ability to develop collaborative relationships internally and externally which require a high degree of diplomacy and judgment in order to address and resolve substantive conflicts or escalate concerns to management.
- Ability to work independently as 60% of performance and outcomes are subject to management oversight and up to 40% may be subject to senior management review. Key initiatives are subject to executive leadership review.

- Demonstrated ability to maintain a professional demeanor including dependability, flexibility, willingness to learn, and problem-solving skills.
- Strong computer skills, including proficiency in MS Office Suite, database software and Internet research; experience with constituent database a plus.
- Knowledge of internal controls and ability to maintain confidentiality.
- Knowledge of accounting software (Solomon preferred) and spreadsheet applications.
- Ability to work well under pressure and meet deadlines.
- Experience with 501(c)3 and 501(c)4 organizations preferred.
- Familiarity with Christian faith perspective and advocacy to end hunger desirable.

WORK ENVIRONMENT ISSUES:

- Sitting for long periods of time
- Lifting up to 25 pounds
- Kneeling, crouching or stooping to access records in filing cabinets or storage boxes
- Using hands and arms to reach for, grasp and manipulate objects
- Bread is a hybrid organization

CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

OUR VALUES:

1. ***We value our faith.*** Our faith in Christ is the foundation for our hope, story, mission, and values, and compels us to love our neighbors near and far.
2. ***We value human flourishing.*** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to be in right relationship with God, self, neighbor, and the environment, and to freely access enough nutritious food for good health.
3. ***We value justice.*** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings and protect people who experience hunger and poverty from oppression.
4. ***We value courage and prophetic voice.*** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. ***We value nonpartisanship.*** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and politically unbiased approach to develop and implement laws and programs to achieve our mission.
6. ***We value collaboration.*** We believe in working alongside and building community with diverse churches, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. ***We value impact.*** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for those affected by hunger.

DISCLAIMER:

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.