

Job Description – Staff Accountant

Exodus Refugee Immigration Inc. is seeking a full time Staff Accountant to oversee fiscal operations of the agency, including but not limited to budget creation and monitoring, oversight and adjustment of grant spending, financial reporting, payroll, 401(k) administration, audit preparation, and bookkeeping/accounting related activities.

Position Duties:

- Evaluate, develop, and recommend fiscal policies and procedures that will result in sound fiscal management of the agency.
- Conduct all bookkeeping functions, including but not limited to check writing, credit card postings, and monitoring bank transactions and cash balances.
- Analyze, interpret, and communicate financial operating results.
- Provide timely and complete reporting of finances for necessary actions to maintain the fiscal health of the organization.
- Conduct all accounting functions and maintain all official accounting records in accordance with generally accepted accounting principles.
- Maintain payroll operations to ensure the efficient handling of employees' pay, deductions, and benefit payments including 401(k) deductions.
- Oversee the appropriate spending of Federal, State, and private grants.
- Conduct month-end closing process including account reconciliations, accruing revenue and deferred revenue, and other month-end accounting transactions.
- Manage year-end financial processes with appropriate reporting.
- Collaborate with Executive Director and Board of Directors to create the annual agency budget.
- Regularly review the agency budget with senior management team.
- Coordinate with outside auditors to facilitate the annual financial audit.
- Other tasks as directed.

Position Qualifications:

- Bachelor's degree from an accredited university in accounting, finance, or business administration.
- A minimum of two years of finance and/or accounting experience.
- Experience collaborating with a diverse and dynamic team.
- Proficient in use of database systems, online banking systems, QuickBooks, and Excel.
- Strong organizational and analytical skills.

Salary range starting at \$50,000 with 401(k) and competitive health insurance options.

Applicants may submit a cover letter and resume via email to Megan Hochbein at mhochbein@exodusrefugee.org. No walk-ins or phone calls. Please provide salary expectations in your cover letter if different from the advertised range amount. Resumes will be accepted until the position is filled.