FRAC
Food Research
& Action Center

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Senior Accountant

Position Available

The Food Research & Action Center (FRAC), the nation's leading policy and advocacy organization dedicated to fighting hunger and injustice, is looking for a Senior Accountant to oversee and ensure the integrity of FRAC's accounting information. This position will report to the Director of Finance and will work with a variety of other staff members. This is a remote position; however, candidates must be located within the Washington, D.C., Maryland or Virginia (DMV) area to be considered.

Organization Background

FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations, schools, and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause.

Key responsibilities include, but are not limited to:

- Oversee and ensure timely and accurate execution of all accounting functions and maintenance of proper controls, including:
  - Lead daily and period-end accounting operations to ensure accounting transactions are properly recorded.
  - Prepare and review AP, AR, CR, Payroll, and GL transactions and batches.
  - Ensure timely and accurate reconciliation of general ledger accounts, bank and investment accounts, accounts receivable, accounts payable, depreciation, fixed assets, temporary restricted net assets and other.
  - Prepare journal entries and analyze accounts for irregularities.
  - Generate invoices for various grants and contracts receivable, as well as any other reimbursements and submit them to funders.
  - Review and record bi-weekly payroll (currently using Paychex software).
  - Maintain bank account files and reports.
  - Prepare payroll and fringe benefit journal entries, reconciliations, and coordinate payroll system interfaces.
  - Manage the timekeeping and corporate credit card reconciliation system (Nexonia) and review all timecards and reports to reduce errors and ensure

reasonableness of time allocation.
    - Review receipts and disbursements, ensuring accuracy in all transactions.
    - Monitor cash position and assist in future cash flow projections.
    - Review audit and tax schedules prepared by accountants.
    - Assist in budget development and key performance indicators for decision making.
- Assist in generating financial statements, reports, and presentations.
- Provide advice, support, reports to program managers and other staff as situations require
- Ensure month and period end close deadlines are met.
- Monitor budget-to-actual variance at organization and individual project level.
- Perform a senior role in support of the annual audit and tax filings.
- Manage and organize document retention as scheduled and ensure availability and accessibility of supporting documentation for all transactions.
- Assist and lead accounting and ancillary system integrations and conversions.
- Recommend updates and/or revisions to policies and procedures based on the changing environment.
- Performs other related duties as assigned.

A well-qualified candidate will possess the following:

- Bachelor's degree in accounting or related field.
- CPA or CPA candidate
- Five years of progressive experience in accounting, preferably in a nonprofit environment.
- Strong knowledge of generally accepted accounting principles (GAAP).
- Experience with federal awards management and compliance.
- Must be detail-oriented and have the ability to carry out accounting procedures and processes with the highest levels of accuracy and efficiency.
- Ability to think critically and demonstrate problem-solving skills.
- Ability to work autonomously and with team members across the organization.
- Ability to multi-task and work as part of a diverse team in a small office.
- Strong experience with Microsoft Office suite, specifically Excel and PowerPoint, and accounting software. Experience with Sage Intacct, Bill.com, and Nexonia preferred.
- Experience performing system conversions, upgrades, and monitoring system interfaces.
- Strong commitment to working for social justice.

Salary and Benefits:
The salary range for this position is $83,500 - $100,000; excellent health, dental, vision, retirement, and other benefits; generous leave; enthusiastic and supportive staff. The position is classified as non-union.

To Apply
Click here to submit a résumé and cover letter.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is an equal opportunity employer, and is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.