

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.

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.
 - Ensure timely and accurate maintenance and reconciliation of general ledger accounts, including bank and investment accounts, accounts receivable, accounts payable, depreciation, fixed assets, temporarily restricted net assets and others; 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).
 - 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.
- Assist in generating financial statements, reports, and presentations.
- 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.
- Recommend updates and/or revisions to policies and procedures based on the changing environment.

A well-qualified candidate will possess the following:

- Bachelor's degree in accounting or related field, or equivalent experience.
- Around 4+ years of experience in accounting, preferably in a nonprofit environment.
- Strong knowledge of generally accepted accounting principles (GAAP).
- Experience working with federal grants.
- Must be detail-oriented and have an ability to carry out accounting procedures and processes with the highest levels of accuracy and efficiency.
- Demonstrable analytical and problem-solving skills.
- 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.
- Commitment to working for social justice.

Salary and Benefits:

The salary range for this position is \$83,500 - \$100,200; 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 strongly encourages individuals with lived expertise and with a passion for social justice who can contribute to the diversity of the organization to apply. FRAC is an equal opportunity, affirmative action 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.

