

**Position:** Junior Staff Accountant

**Status:** Full-Time

**Location:** New York City metropolitan area

**Work Location Type:** Hybrid / in office 3 days per week

### **Job Summary:**

The Junior Staff Accountant position will work with the CFO and the Controller on various tasks pertaining to gift entry system, General Ledger and help with year-end audit schedules. The candidate will also be primarily responsible for reviewing the completeness of Utilization Certificates, Tranche Disbursement requests and Due Diligence process for new NGOs, overseeing the maintenance of corporate and charitable registrations filings necessary in all applicable states. The junior staff accountant will also work closely with staff to ensure that all Ramp receipts are uploaded, and expenses have been coded correctly to facilitate the month end closing process.

### **Reporting and relationships:**

This role will report to the COO/CFO of the organization.

### **Job Responsibilities:**

- Approving certain monthly recurring expenses in Ramp
- Attend Gala war-room meetings and work with Controller on gala spreadsheets as needed.
- Assist the gift entry team by providing backup of incoming gifts and ensuring that the receipts are deposited and coded with the correct GL code.
- Assist HR Officer and CFO with Trinet portal for 403B and other benefits information and work with external vendors as needed
- Assist CFO in updating Charity Navigator and Guidestar on an annual basis.
- Assist with annual planning data and annual budgeting process as needed.
- Reviewing the G/L account coding of gala revenue for accuracy.
- Assist with upcoming transition of accounting software.
- Work with Controller on regular Donor Balance reconciliations internally and with AIFT.
- In states where needed, maintain or initiate Corporate Registration for AIF.
- Maintain and monitor Charitable Registration for AIF in states where required.
- Facilitate account coding of all Ramp expenditures for entry into the General Ledger.
- Assist with other Financial Analysis as needed.

Support Finance Department with other tasks as required

- Assist with the preparation of year-end audit schedules.
- Help with the preparation of annual budget reports.
- Monitor the application of restricted/unrestricted funds to budgeted amounts.
- Data Analysis as required.
- Any other tasks as requested.

### **Key Skills, Competencies and Desired Qualifications**

- Bachelor's degree in Accounting.
- 4 - 5 years of accounting, financial experience.
- Prior experience with Blackbaud FE and RE Database application is a plus
- Knowledge of other accounting software such as Sage Intacct or Fund EZ is desirable but not necessary

- Advanced knowledge of Microsoft Excel along with proficiency in other MS Office applications.
- Understanding of Charitable Navigator Rating calculations
- Professional written and verbal communication skills.
- Strong familiarity with nonprofit accounting principle and practices.
- High level of accuracy along with strong attention to detail.
- Good Interpersonal and writing skills.
- Team player.

**Benefits and Compensation:**

- American India Foundation offers a competitive salary commensurate with experience.
- Medical insurance
- Dental and Vision insurance
- AIF-paid 403(b) plan
- Pre-tax flexible spending accounts (FSA).
- Life insurance paid by AIF
- Paid Maternity Leave
- Commuter benefits
- Paid vacation and sick time
- Opportunities to learn and grow in all aspects of a non-profit organization.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*The policy of AIF is to afford equal employment opportunity for all employees, without discrimination based on race, color, caste, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.*