Social Accountability International
Position: Accounting Associate
Type: Full-time
Location: New York City, US

Accounting Associate
Social Accountability International (SAI) is a non-profit organization founded in 1997 that advances human rights in workplaces globally. SAI believes decent working conditions can benefit business while securing basic human rights. SAI has established itself as a leader in policy and implementation by developing social standards and guidance, delivering training and capacity building, and convening partnerships to drive dialog and consensus-based solutions. Please visit our website at www.sa-intl.org.

Job Description
Social Accountability International is seeking an experienced Accounting Associate to report directly to the Director of Finance and Administration. They will assist in managing the organization’s day-to-day accounting and financial functions. The ideal candidate will be capable, accomplished and result-oriented accounting professional with demonstrated knowledge of generally accepted accounting principles (GAAP). They must have proven experience and achievements in the accounting field, along with a deep appreciation for accounting within the context of the organization’s financial structure. The candidate must be curious, efficient, results-oriented, organized, punctual, and have a keen attention to detail.

Responsibilities
• Maintain the organizations general ledger
• Record cash receipts, cash disbursements, receivables and payables, while resolving aberrations
• Create invoices consistent with SAI operations
• Reconcile multiple bank accounts on a daily basis
• Process journal entries in accordance with US GAAP
• Track and collect receivables
• Verify accuracy of vendor invoices and ensure timeliness of payments
• Reconcile credit card payments to bank accounts
• Track fixed assets, prepaid accounts, deferred and accrued income/expense accounts
• Prepare data required in anticipation of annual audit and in preparation of internal budget
• Maintain consolidating and consolidated financial statements that reconcile to trial balance
• Prepare analyses as requested

Education/Experience
• BS in accounting
• 3-5 years of accounting experience, including corporate consolidations; non-profit-related experience preferable
• Experience with grant reporting a plus

Skills
• Comprehensive knowledge of US GAAP is imperative
• Proficiency in Quickbooks and Microsoft Office required
• Experience with Expensify and Timesheets a plus
• Exceptional problem-solving abilities, detail- and team-orientation, organizational abilities required
• Ability to multi-task and work under time constraints
• Strong oral and written communication a must

To apply, please send resume, cover letter, and compensation expectations to recruits@sa-intl.org. All applicants MUST include job title in the subject line of their email submission. Please no phone calls.

The position is at SAI Headquarters in New York City. Compensation commensurate with experience and appropriate for a charitable organization of SAI’s size. Excellent benefits package. SAI is an Equal Opportunity Employer.