

## Staff Accountant

### OVERVIEW

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend the rainforest.

### POSITION SUMMARY

Rainforest Foundation US seeks an experienced and highly proficient Staff Accountant to lead the day-to-day accounting of RFUS. This position plays an essential function in administering and tracking our revenue and expenses, with a primary focus on our government grant funding.

The Staff Accountant is responsible for processing, accounting for, and reporting on Rainforest Foundation US's grants and awards in compliance with both Generally Accepted Accounting Principles (US GAAP) and government funding requirements. The Staff Accountant will serve as RFUS's resident expert on restricted fund management.

The Staff Accountant will strengthen RFUS's overall capacity to manage restricted funds by ensuring that the organization's financial systems, internal controls, policies and procedures, and reporting are robust.

The Staff Accountant will work closely with our Operations Manager and Program Managers in the United States and our organizational partners and staff in Central and South America.

The Rainforest Foundation is growing quickly, so the Accountant position is best suited for someone who can easily adapt to change and is excited about the opportunity to contribute to the development of our administrative and financial systems as we grow.

The position will report to the Executive Director.

### RESPONSIBILITIES

#### Finance and Budgeting

- Manage and reconcile the flow of financial data between programs in Central and South America and US teams.
- Work with RFUS program and administrative staff to review, upload and consolidate data in Quickbooks to ensure timely monthly close processes and deliver accurate and high-quality monthly reports.
- Review monthly corporate card accounting and perform monthly follow-up and correspondence with staff on outstanding balances.
- Reconcile and follow up on outstanding staff expense advances and reimbursements.
- Create and post reclassification entries.
- Maintain the general ledger; fixed asset schedules; accounts receivable schedules; prepaid insurance schedules; revenue, pledge revenue; and expense accruals/deferrals
- Conduct bank reconciliations, and enter bank-related journal entries into the general ledger
- Assist with preparation of documents/schedules required by auditors during annual audit
- Assist in gathering data for annual Form 990 tax filings
- Enter invoices into A/P as needed



- Administrative tasks including, but not limited to creating and maintaining databases and spreadsheets, reconciliations, and various other projects as needed.

#### Grants Accounting

- Advise program staff on the development of restricted program budgets prior to submissions to donors.
- Prepare financial reports to funders in compliance with donor terms and conditions.
- Set up new grants, record receivable and cash receipts in financial system.
- Reconcile grants receivables monthly.
- Manage sub-award agreements to partners, including development of sub-award agreement documents, reviewing quarterly financial reports, processing payments, ad hoc support, and closeout.
- Act in the capacity of subject matter expert to provide staff with guidance on and interpretation of USAID regulations, terms and conditions, as they relate to the life cycle administration of subcontracts and grants
- Responsible for the monthly accounting for all applicable grants/awards, which includes but is not limited to: travel advance accruals, expense allocation journal entries, review of all grant related wire payments.
- Responsible for the monthly/quarterly/annual grants related reporting

#### Other Duties

- Develop and implement business process documents as needed to ensure mission critical tasks are maintained in the event of an employee absence.
- Interact with internal and external stakeholders on a routine basis to ensure data accuracy and compliance with GAAP, government requirements, and other pertinent regulations.

#### Desired qualifications:

- Bachelor's degree in accounting, finance, or business administration
- Minimum of four (4) years of directly related experience with financial management for an NGO
- 2+ years of experience using accounting software such as QuickBooks
- Spanish proficiency, oral and written
- Demonstrated successful experience in preparing and managing USAID grants and contracts and supporting grant management staff
- Strong understanding of non-profit accounting and Generally Accepted Accounting Principles (GAAP) and familiarity with Generally Accepted Government Auditing Standards (GAGAS).

#### The ideal candidate will have the following qualities:

- Experience with developing and implementing policies, procedures, and systems relative to finance and accounting practices and grant management
- Ability to multitask and prioritize daily activities to meet competing deadlines
- Excellent organizational skills with strong attention to detail
- Ability to work well with others and collaborate effectively
- Good analytical, interpersonal, and email-writing skills
- Willingness to learn, adhere to, and improve Finance policies and procedures
- Ability to work independently and as part of a team
- Flexibility to learn new skills and work on special projects on an as-needed basis
- Ability to communicate effectively both orally and in writing with staff and people from diverse cultures and backgrounds



- Experience in subcontract management and procurement systems
- Ability to analyze financial data and prepare financial reports
- Ability to maintain and build professional relationships internally and externally

### **ADDITIONAL INFORMATION**

RFUS is set to significantly increase its impact in the coming years, so this is an excellent opportunity to join an organization with a vision and desire to make a difference on a large scale.

This position is based out of RFUS's downtown Brooklyn office, with the option to be carried out partly or fully remotely. Occasional weekend and evening work required in connection with specific deadlines or activities.

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **APPLYING FOR THE POSITION**

Applicants must e-mail a cover letter, resume and salary requirements to: [jobs@rffny.org](mailto:jobs@rffny.org), including "RFUS Staff Accountant - [FIRST AND LAST NAMES]" in the subject field.

RFUS aims to fill the position immediately. Please note that the position will be open until filled; interested candidates are encouraged to apply early and only those candidates that are short-listed for interviews will be contacted.

Black, indigenous and people of color are encouraged to apply. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and RFUS shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.