



Freedom Network USA

Job Posting: Staff Accountant

Application Deadline: May 14, 2021 or until filled

Position Term: Permanent

Location: Washington DC (remote employment possible)

Mission: Freedom Network USA (FNUSA) is the nation's largest alliance of organizations and individual advocates working with survivors of all forms of human trafficking to ensure that trafficked persons have access to justice, safety, and opportunity. We are a growing team of passionate advocates, providing training and technical assistance, engaging in policy advocacy and lobbying, and building a more effective anti-trafficking movement.

Position Summary: The Staff Accountant will be responsible for performing all accounting functions for this growing organization, in accordance with Generally Accepted Accounting Principles (GAAP). This is a full-time, exempt position, with opportunities for growth. This position collaborates with the FNUSA management team, and reports to the Executive Director with support from a contract accounting firm.

Essential Job Functions:

Bookkeeping

- Enter, process, and file Accounts Payables (bills, consultants, vendors, employee reimbursements and credit cards)
- Enter Accounts Receivables invoices and payments
- Record revenue in accordance with organizational policies and GAAP
- Maintain monthly schedules and reconcile general ledger accounts on a monthly basis including Prepaid Expenses, Deferred Income, Restricted Assets, Fixed Assets and Depreciation, under guidance of contract accounting firm
- Perform monthly bank account reconciliations, and reconciliation between our CRM and QuickBooks
- Enter semi-monthly payroll into third-party service; track leave use and balances
- Perform and record cost allocations across programs
- Monitor cash flow and bank balances on a regular basis with recommendations as needed

Financial Controls

- Maintain financial security by ensuring best practice in internal controls
- Prepare all schedules and financial reports for contract accounting firm to review on a quarterly basis
- Prepare information for annual audit, 990, and federal subpart F audit, as required, in conjunction with contract accounting firm
- Prepare 1099s and the annual 1096
- Ensure compliance with federal, state, and local financial legal requirements and regulations by studying existing and new regulations, enforcing compliance, and advising management on needed action, under guidance of contract accounting firm

Accounting and Financial Reporting

- Prepare and coordinate reports in a timely manner as follows:
 - Monthly financial reports for Executive Director and Program Directors
 - Quarterly financial reports for the Board of Directors
 - Quarterly grant financial reports
 - Year End financial reports, including documentation for external audit firm
- Lead preparation of the annual organization and program budgets in consultation with the Executive Director and Program Directors
- Prepare, track, and monitor invoices for foundation and federal grants
- Provide reports and support to various funders substantiating amounts invoiced

Skills and Qualifications

- BA in Accounting, plus 3 years of nonprofit (c3 or c4) accounting experience, required.
- Experience with federal grants, required, USDOJ grants preferred.
- Knowledge and experience working in accordance with GAAP and Uniform Guidance, required.
- Excellent knowledge of QuickBooks, Microsoft Excel, and third party payroll processors.
- Understanding of multi-program and sub-program coding.
- Experience producing organization and program budgets and financial reports for government and private funders.
- Experience with developing and implementing federally compliant procurement policies, preferred.
- Experience with subpart F single audits, preferred.
- Trustworthy with strong integrity.
- Strong organizational skills.
- Collaborative team player with excellent communication skills, a sense of humor, and the ability to relate to different points of view.
- A commitment to human rights and survivor empowerment.

Compensation: Salary range is \$65,000 to \$75,000 for full-time, exempt position, depending on experience, plus benefits including medical, dental, vision, and retirement plan.

How To Apply: To apply please send resume and cover letter to info@freedomnetworkusa.org, with the subject line "Staff Accountant Position" by **May 14, 2021**.

Freedom Network USA is an equal opportunity employer. FNUSA does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, or the presence of any sensory, mental or physical disability in employment. Survivors of trafficking are strongly encouraged to apply.