



### **Sr. Staff Accountant and Controller**

AFR Education Fund has been called “**the leading voice for Wall Street accountability**” in Washington. Help us continue and grow this important work.

Formed in the wake of the 2008 financial crisis, our coalition led the ‘outside’ campaign to strengthen and win passage of the Dodd Frank Financial Reform bill, including the creation of the Consumer Financial Protection Bureau. Since then, we have fought Wall Street capture, improved countless rules and regulations, reigned in abuses by predatory lenders, and put big new ideas on the table to make finance work *for* most people, not against us.

AFREF’s staff effectively advances the agenda of a diverse and powerful coalition of more than 200 consumer, civil rights, labor, community-based, and other organizations, along with academics and other experts, working together to move forward this fundamentally important set of levers for progress towards economic and racial justice.

**The Sr. Staff Accountant and Controller** will report to the COO to provide leadership and coordination of the organization’s financial functions, ensure the integrity of the overall accounting operations and enforce and recommend internal controls, policies, and procedures in budgets and accounting. The ideal candidate has experience in accounts and budgets, is creative and has an interest in building an effective organizational infrastructure.

**Accounting/finance is a department of one, supported by an external controller (YPTC), offering the successful candidate exposure to all levels of the organization and all aspects of accounting from accounts payable and journal entries to budgeting and reporting.**

Job responsibilities include:

#### Day to Day Activities:

- Manage daily accounting functions including, but not limited to, cash receipts and disbursements, journal entries, balance sheet reconciliations, and general ledger maintenance
- Manage other recurring accounting functions including month end closing function, 941 reconciliations, 1099s and validation of cost sharing rates between AFREF and AFR, and reviewing bi-weekly payroll for accuracy
- Maintain accounting systems ensuring software is properly synced including, but not limited to, chart of accounts, customers and vendors.
- Maintain electronic and hardcopy accounting documentation and certain key organizational files in an orderly and effective manner

#### Financial Controls and Oversight:

- Prepare periodic grant and entity level financial statements and reports for COO, Executive Director, Funders and the Board.
- Manage and maintain internal control over financial processes such as staff reimbursements, vendor/consultant agreements and payments, cash receipts, bank and credit card reconciliation etc. consistent with best practices and internal Finance Manual
- Liaise with external auditors to manage the year end audit and tax return processes in an effective and efficient manner
- Maintain corporate filings and state registrations

#### Financials Policies and Budgets:

- Develop and manage entity level budgets for routine administrative and tech/IT expenses including preparing annual budget proposal, periodic forecasts and monthly monitoring
- Maintain and assist in development of and maintaining grant and entity level budgets, including budget to actual expense reporting
- Recommend ways to increase administrative efficiencies, including cost/benefit analyses when appropriate and implement costs savings strategies as directed
- Contribute to the development of accounting software, policies and procedures.

Requirements include:

- Commitment to Economic and Racial Justice
- Detail-oriented, highly organized
- Ability and willingness to assume responsibility for and follow-up on multiple tasks in an efficient manner; comfort working in a fast paced environment
- Degree in accounting or related field; CNAP or CPA a plus; Non-profit, association experience a plus
- Working knowledge of best practices in the areas of internal controls, not-for-profit and grant accounting, and office automation
- Ability to quantify and prepare financial reports, comparisons, and projections
- Strong analytical skills and the ability to synthesize information, identify gaps, and recommend solutions
- Collaborative working style and ability to establish strong working relationships with peers as well as management
- Experience with accounting and office software applications, preferably QuickBooks Online, Divvy, Bill.com, and Office and Google products. An extensive understanding of MS excel.
- Excellent interpersonal skills

**Compensation:**

Annual salary range: \$85,000 - \$105,000 commensurate with experience. Generous benefits, including medical, dental, vision, and 401K. We invest in growth opportunities for our employees both within a position and within the organization.

**Location:**

This position is Full-time; Washington, D.C. metro area preferred with hybrid work arrangement (remote/in-office 2-4 days per month).

**How to apply:**

Please submit your application to our [candidate portal linked here](#), including a resume and cover letter.

*AFR Education Fund is committed to a workplace that reflects the diversity of America defined broadly and where the talent, skills and uniqueness of each staff member are respected. We are committed to a policy of equity for all employees and to equal opportunity for all applicants for employment without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, family responsibilities, and disability.*