



Title: General Ledger Accountant

Location: New York

Reports to: Financial Controller

You'll contribute to ending world hunger by...

supporting various aspects of the accounting team's activities including: balance sheet account reconciliations, providing detailed analysis and accounting system support, assist staff across the organization in understanding the organization's accounting processes and systems.

Key activities in your role will include:

- Assisting the Financial Controller with monthly closing of books
- Reconciling Balance Sheet accounts as assigned
- Recording funds received and cash transfers for all revenue sources
- Maintaining organization's annual registrations up-to-date (Sam.gov, USAID PVO, etc)
- Performing Form 941 payroll reconciliations
- Assisting with the annual financial audit by preparing various audit schedules
- Assisting with preparation of the year-end financial statements
- Approving accounting documents in the system in the absence of the Financial Controller
- Performing monthly due to/due from reconciliations
- Preparing the annual in kind donations entries
- Preparing monthly prepayments and other recurring entries
- Revaluing grants receivable account on a quarterly basis regarding foreign exchange
- Reviewing monthly and semi-monthly payroll and benefits, salary approval forms for new hires, terminations and vacation payouts
- Preparing monthly payroll wire transfers to expatriates and HQ
- Reconciling expat accrued vacation, health insurance payable account, and salary advances
- Serving as back-up person to Payroll & Benefits manager to process payroll.

Do you meet the profile required criteria?

You're a dedicated and experienced professional

- You have Bachelor's degree in accounting or finance
- You have at least 4 years of professional experience in accounting
- You are an expert user of MS Office suite with emphasis on Excel, comfortable working with computers with minimal IT support
- You have outstanding knowledge of automated accounting systems and Generally Accepted Accounting Principles (GAAP).



You're a good team player, passionate about humanitarian work

- You have genuine interest in and commitment to the humanitarian principles of Action Against Hunger.
- You possess strong customer support skills, including responsiveness and ability to maintain professional working relationships at all levels of the organization.
- You have the ability to take initiative and prioritize multiple tasks with minimum supervision
- You have excellent interpersonal skills, able to work both independently and as a member of a team.

How to apply: Please apply [here](#) with resume and cover letter to this position.