



Employment Opportunity Senior Accountant

About the Fair Labor Association

The Fair Labor Association (FLA) combines the efforts of industry, civil society organizations, and colleges and universities to promote and protect workers' rights and to improve working conditions worldwide by promoting adherence to international labor standards. The FLA is headquartered in Washington, D.C. and has offices in Geneva, Switzerland and Shanghai, China.

For more information, visit <http://www.fairlabor.org>

Position Description

The Senior Staff Accountant reports to the directly to the Controller and indirectly to the Chief Financial Officer. The Senior Accountant supports the Controller in the day to day accounting operations and supports the Chief Financial Officer on special projects as assigned.

Primary Responsibilities

- Manage and perform Accounts Receivable function including invoice preparation, timely collection and affiliate support.
- Oversee Accounting Associate
- Process daily cash receipts
- Oversee and process bi-weekly payroll
- Prepare a variety of general ledger entries and account analysis and reconciliations
- Maintain and update Fixed Asset and prepaid schedules
- Assist in the preparation of external financial reports
- Maintain and prepare various internal finance reports.
- Support monthly, quarterly and year end closing
- Assist with the annual budget
- Assist with the annual audit
- Perform other duties as assigned

Qualifications

- Bachelor's Degree in Accounting
- 4+ years of accounting experience with 2+ years in a nonprofit organization
- Supervisory experience
- Experience with nonprofit accounting software preferably with Abilia MIP
- Thorough knowledge of GAAP
- Detail oriented
- Ability to work independently and collaboratively with internal and external stakeholders
- Ability to perform multiple tasks simultaneously and ability to prioritize workload to meet deadlines
- Microsoft Office, including Word, Excel, and Outlook

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To Apply

Please upload a cover letter and resume to [FLA Careers.](#)

This position is based in Washington, D.C.

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