The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in regions where hunger persists. We operate in 22 countries with 350 staff and have mobilized 500,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current locations include a Global Office, located in New York City, twelve Program Countries (Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Senegal, Uganda, Zambia) of which two (India and Mexico) are separately incorporated, and nine Partner Countries (Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom) all of which are independent entities with independent boards.

Position Summary

The Accountant, working closely with the Accounting Manager, is responsible for supporting the Accounting Manager with the timely completion of corporate accounting functions with a focus on the THP Global Office. The Accountant’s responsibilities include, but are not limited to, the creation of journal entries, performing account reconciliations, assisting with monthly closing process and internal audits, maintaining accounts payable information, tracking and reconciling accounts receivable and assist with payroll administration.

This is a non-exempt full-time position located in the global office in New York City, and reports to the Accounting Manager. THP is currently working 100% remotely during the COVID pandemic.

Essential Functions

Cash, Revenue and Accounts Receivable

- Document and record receipts of contributions and other receipts
- Work with the THP Salesforce Administrator to assist with the reconciliation of Salesforce reports to the general ledger on a monthly basis:
  - Maintain a manual schedule of open pledges and reconcile to Salesforce data
  - Reconcile monthly contribution data from Salesforce to the general ledger

Payroll Administration

- Maintain and update payroll information on online system (ADP Workforce Now)
- Create journal entries to account for payroll activity

Expenses and Accounts Payable

- Review and enter invoices to accounts payable, communicating with department managers to confirm the nature of the activity
- Create accounts payable payment batches and create check runs
• Review credit card holders expense reports to ensure correct coding, description, and validity of expense with organization policies
• Manage credit card accounts and expense report accounting and create journal entries to allocate expenses to correct departments, projects and accounts

**General Ledger and Other Accounting Duties**

• Prepare, maintain and run reports from the general ledger for to review accounts on a monthly basis and provide information to assist the Accounting Manager with the monthly close process
• Complete monthly bank reconciliations each month
• Prepare journal entries, analysis, and monthly account reconciliations and assist with monthly closing processes, and work to resolve any discrepancies
• Maintain the fixed assets analysis and related depreciation schedules
• Support in audit planning and gathering documentation
• Assist with planning and implementation of new accounting system (Intacct)

**Qualifications**

1. Education (minimum degree needed):
   • Minimum Required: Bachelor’s degree in Accounting or related field

2. Work Experience (minimum needed):
   • Minimum Required: one to three years of progressive, relevant experience,
   • Preferred: non-profit organization experience, experience with Intacct accounting software and ideally including experience implementing new accounting software

3. Specialized Knowledge Needed for Performance of Job:
   • Knowledge of Financial Accounting/GAAP and Management Accounting/Reporting

4. Proficiency with spreadsheets and advanced experience with Excel is required
   • Strong reporting and analysis skills

5. Basic Skills (e.g. level of judgment required, ability to direct, work independently, multi-task, etc.):
   • Strong problem-solving skills and the ability to develop and propose creative solutions, while also identifying issues which need to be escalated
   • Strong project and time management skills, sound judgment, ability to prioritize and multi-task
   • Strong teamwork and collaboration skills; ability to work with colleagues and partners nationally and internationally
   • Self-driven and results-oriented with a positive outlook
   • Ability to adapt and work in a very flexible, fluid, and evolving environment
   • Exceptional attention to detail and high level of accuracy

6. Special Skills (technical or advanced)
   • Proficiency with accounting software and gift processing systems; SalesForce and Intacct preferred
   • Proficiency in MS Office Suite, with expertise skills in Excel
   • High level of knowledge with Google Suite and tools

7. Other (communication skills, mechanical aptitude, math skills, learning skills, or other specific skills required):
   • Ability to effectively communicate both verbally and in writing
   • Trustworthy with confidential information
   • Mission-driven attitude and positive attitude

8. Additional Comments
• Ability to occasionally work with a varying schedule including occasional evenings, early mornings and weekends as needed to accommodate wide ranging time zones and the occasional weekend meeting
• Commitment to The Hunger Project’s values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission
• Participate in collegial office environment including helping with office-wide initiatives outside of own job area such as fundraising events

Benefit Highlights

• Defined contribution for each staff member to be spent on choice of authorized benefits including gold level medical, dental and vision, retirement or student loans
• 20 days paid leave to start, plus 9 holidays and 12 sick days
• Progressive parental leave: 2 months’ full time pay, with 3-month gradual return
• Flexible work hours and arrangements
• Retirement plan: gradual vesting in 401(a) Fund over 5 years. Match provided to 403(b) pre-tax Annuity

How to Apply

Please forward your letter of interest, resume, salary expectations and references for immediate consideration to recruitmentfinance@thp.org. Note “Accountant” in the subject line of your e-mail.