SURVIVORS

A Community of Healing

Survivors of Torture, International (SURVIVORS)

Job Title: Senior Accountant

Salary Range: $80,000 -$90,000

Location: San Diego, CA (hybrid)

To apply, please email your resume and cover letter to hiring@notorture.org with "Senior Accountant" as the subject line.

General Purpose of the Job:

Reporting to the Executive Director (ED), the Senior Accountant will improve, build, and manage effective and streamlined administrative & financial systems, including financial, accounting, and human resources. The Senior Accountant will be responsible for all finance, accounting, and related reporting activities.

The Senior Accountant will lead all day-to-day finance and accounting operations with a growing budget of $3M including functional responsibility for general ledger, accounts payable, accounts receivable, payroll, compliance, and grants administration. The Senior Accountant will ensure that SURVIVORS has the systems and procedures in place to support effective program implementation, operations, and conduct successful audits and tax filings. The Senior Accountant will work closely with program leaders and their staff, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can support and partner with program operations.

Specific responsibilities include:

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Regularly analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, annual, and ad hoc financial reports, monitor

progress and changes and keep senior leadership abreast of SURVIVORS' financial status.

- Drive the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and remediate variances as appropriate.
- Support the ED in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting, assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage/coordinate certain Human Resource functions and other back-office activities.
- Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with a drive to continuously develop and improve and automate internal systems.

Qualifications

The Senior Accountant will have at least five years of professional experience, including managing finance and accounting, preferably in an NGO environment. She or he will have experience creating and driving the analytic framework for planning and managing organizational change.

The Senior Accountant will have the following experience and attributes:

- Bachelor's degree in Business, Accounting, or related.
- Excellent skills in QBO, MS Excel, MS Word, and various online operational software tools (i.e., Bill.com)
- Strong knowledge of GAAP principles, and financial reporting standards. Strong understanding of month-end and year-end closing processes.
- Excellent attention to detail and accuracy in financial data entry and analysis. Strong organizational and time-management skills. Ability to track and report on goals.

- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Experience working with or owning payroll and/or Human Resources.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Grants management as it relates to expense allocation tracking and compliance & reporting of government, corporate and foundation grants.
- Technology savvy with experience selecting and overseeing software implementations and managing relationships with software vendors.
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners.
- A commitment to SURVIVORS' mission.