



## **Part-Time Senior Accountant Position Description**

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### **Organization Overview**

United Religions Initiative (URI) is a California-based international nonprofit organization founded in 2000 and is the world's largest grassroots interfaith network. The Purpose of URI is threefold: to promote enduring, daily interfaith cooperation, to end religiously motivated violence, and to create cultures of peace, justice and healing for the Earth and all living beings. URI connects grassroots groups and individuals working in support of its Purpose across the globe into a vibrant network. Group members of the network are called Cooperation Circles (CCs). There are currently 1,190 CCs in 113 countries.

### **Position Overview**

We are seeking a part-time Senior Accountant that serves as an integral part of URI's global support staff and finance team. Reporting directly to the Accounting Manager, the Senior Accountant Primary responsibilities focus on accounts payable, payroll processing, expense reimbursement, and monitoring and reconciliation of regional financial reports from regional staff called Regional Coordinators.

### **Key Responsibilities**

#### **Accounts Payable**

- Supervise preparation of vendors or employee checks or ACH payments, including filing, scanning, mailing and entry into QuickBooks.
- Provide oversight of employees' reimbursement schedules.
- Review of the daily mail and manage approvals and updates to expenses schedules.
- Organize, summarize and file expense reimbursement documents by attendees to global meetings.

#### **Accounts Receivable**

- Partner with the Development department to examine donors' gifts, determine the designation and coding of the gifts.
- Supervise the emailing of bank deposit records and electronic filing of the records.
- Record deposits to QuickBooks and organize and file deposit documents.
- Investigate any discrepancies and perform monthly and Quarterly reconciliation of donors' gifts.

#### **Payroll**

- Backup Accounting Manager with reviewing semi-monthly online timecard reporting and upload into the Paychex Flex systems.
- Supervise semi-monthly payroll transmissions into the Flex systems.
- Prepare and review the payroll journal entries in QuickBooks. Address discrepancies and make corrections.
- Prepare all General Ledger entries for semi-monthly retirement contributions.
- Annual preparation of annual census for the employee retirement plan.

### **General Ledger, Audit Preparation and Reporting**

- Responsible for creating all the journal entries and key schedules for United Religions.
- Responsible for Wire Transfer and bank deposit entries into QuickBooks.
- Assist the Finance Department in the preparation of audit work papers and prepare supporting documentation.
- Assist the Director of Finance prepare various balance sheet schedules as assigned.
- Assist the Director of Finance in the preparation of financial reports as needed.

### **General Ledger and Treasury Responsibilities, CashPro**

- Create ACH payments, address discrepancies if necessary.
- Review the operation ledger daily for key transactions.
- Backup Accounting Manager for all global consultants' service fees and wire transfers for all international translation services.
- Knowledge of currency conversion and international transactions regulations.

### **Global Programs Financial Management and Reporting**

- Work in Partnership with Global Programs to manage and monitor regional budgets.
- Collect and review semi-annual and annual regional expense reports and supporting documents submitted by Regional Coordinators; reconcile reports to documentation; communicate directly with Coordinators regarding questions and/or discrepancies, and work together on resolution.
- Summarize results of regional reports on a master spreadsheet semi-annually.
- Assist the HR Department with the annual renewal of Grant Agreements and Contracts for Service.

### **Qualifications**

- Bachelor's degree in accounting or finance and minimum of 4 years' experience in accounting, including A/P and payroll experience including monthly reconciliation process.
- Accounting experience with a nonprofit organization preferred.
- Demonstrable proficiency in Excel and QuickBooks, other accounting software, and hardware used in the performance of accounting, budget analysis, fiscal analysis, reporting responsibilities, proficiency with MS Word.
- Ability to gather, organize, analyze, and present finance data.
- Attention to detail, professional manner, and "quick-on-your feet" thinking.
- Strong desire to develop further skills in handling accounts payable, bank reconciliations, payroll and payroll service.
- Excellent communication skills (both written and verbal) personable and friendly phone manner.
- Highly detail oriented with strong organizational skills.
- Self-directed and comfortable working in a strong, collaborative team environment.
- Knowledge of Paychex is a plus.
- Commitment to the mission and vision of URI.
- Commitment to working with a culturally and religiously diverse global community.
- Commitment to learning how to evaluate or interpret information from financial documents received from staff based in countries, using different currencies.

## **Work Environment and Compensation**

This is a part-time, remote-friendly position with in-person work at our San Francisco Office.

- 20-30 hours per week with 2 days/week in the office
- Competitive hourly rate commensurate with based on experience.

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## **Application Guidelines**

Send a cover letter stating why you believe your qualifications are a match for this particular position, your resume and two professional references to [hr@uri.org](mailto:hr@uri.org). Applications will be accepted until 22 January 2025.