

Staff Accountant Job Description

Organizational Overview: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

Position Overview: The Staff Accountant will play a critical role in the accounting team responsible for executing a wide range of accounting functions to ensure timely and accurate financial reporting. This role will manage and optimize financial expenditures, ensure compliance with organizational policies, review employee expense reports, and provide guidance on the expense management platform.

In addition, the Staff Accountant will support process improvements, assist with audits, and collaborate with the Finance team on operational efficiencies. This position will report directly to the Finance Manager.

Location: Hybrid, New York City

The Latina Institute operates as a remote organization but requires certain roles to be based in specific locations or to work in a hybrid capacity. This is a hybrid role based in New York City. You must be local and able to work from our NYC office as needed, including for in-person meetings, events, or team activities.

Responsibilities include (but are not limited to):

- **Reporting:**
 - Generate detailed spending trends and variance reports to support decision-making.
 - Monthly reconciliation of General Ledger accounts.
 - Quarterly payroll reconciliations.
 - Manage monthly reconciliation schedules, such as fixed assets, prepaids, and accrued liabilities ledgers.
- **Expense Monitoring:**
 - Administer and optimize the expense management platform (Expensify or similar).
 - Review and analyze employee expense reports for accuracy and adherence to company policies.
 - Validate submitted business expenses, including receipts and approvals.
 - Track Per Diem, Mileage reimbursements, and expenses as well as ensure timely submissions.

- Train non-finance staff in expense reporting procedures.
- **Accounts Payable & Audit Support:**
 - Obtaining required documentation for vendor profile set-up.
 - Assist the Finance Associate with the accounts payable process by ensuring the weekly payments are on par with the vendor agreements/contracts.
 - Tracking contract renewals.
 - Support year-end internal and external audits, including preparing schedules.
- **Process Improvement & Ad-Hoc Support:**
 - Participate in evaluating, improving, and documenting financial policies and procedures.
 - Assist with finance systems transitions and staff training.
 - Perform day-to-day ad-hoc finance tasks as needed.

Key Responsibilities include (but are not limited to):

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What You Will Need to Be Successful:

- **Education & Experience:**
 - Bachelor's degree in Accounting, Finance, or a related field; CPA or equivalent is a plus.
 - Strong knowledge of GAAP and fundamental accounting principles.
 - Minimum 3–5 years of professional accounting experience, ideally in a medium-sized organization.
 - Hands-on experience with Sage Intacct preferred, Experience with ERP systems a plus.
 - At least two years of experience with Expensify, including expense policy compliance and reporting.
- **Technical Skills & Competencies:**
 - Expertise in general ledger management, account reconciliations, and financial reporting.
 - Experience preparing schedules for audits and supporting year-end closing processes.
 - Strong analytical skills with the ability to identify trends, variances, and potential issues.
 - Proficient in Microsoft Office, particularly Excel.
 - Ability to track budgets, monitor expenses, and provide actionable financial insights.
- **Leadership & Collaboration:**
 - Ability to work independently and take ownership of accounting processes.
 - Strong organizational and time management skills, with the ability to handle multiple priorities and deadlines.
 - Capable of mentoring and training junior finance staff or non-financial colleagues on systems and procedures.
 - Strong people skills, with the ability to collaborate across departments and communicate financial information clearly to non-finance staff.
- **Additional Competencies**
 - High degree of attention to detail and accuracy.
 - Solutions-oriented mindset with a focus on process improvement and efficiency.
 - Commitment to compliance with organizational policies, financial regulations, and internal controls.



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Employee Status: Full time, exempt 40 hours per week. (Monday through Friday and between 9AM – 6PM)

Salary Range: \$65,000 - \$75,000 based on experience

Benefits: The Latina Institute offers excellent benefits for our employees. Some highlights of our comprehensive package include:

- Medical, dental, and vision plans
- Vacation, Wellness and Sick PTO
- 401K Retirement plan with a 3% employer match
- Paid parental leave
- \$1000 towards professional/wellness development

National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.