



VP, Senior Accountant

DEPARTMENT: Accounting

ACCOUNTABILITY: Reports to SEVP Finance/Controller

LOCATION: Atlanta, Georgia

Operation HOPE is a nonprofit organization working to disrupt poverty for millions of low- and moderate-income families across the nation. Our focus is financial dignity and inclusion. Through our award-winning HOPE Inside programming model, we equip young people and adults with the financial tools and education to secure a better future—coaching them through their personal aspirations and life’s challenges, and facilitating their journey to financial independence.

JOB SUMMARY

This position supports the SEVP Finance/Controller in the fiscal and operational needs of the department and the organization as a whole. Senior accountant duties also include ensuring accuracy and effectiveness in all of our accounting tasks.

DUTIES AND RESPONSIBILITIES

- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce and present accurate accounting reports.
- Analyze and prepare financial statements and report findings to SEVP Finance/Controller
- Review processes and suggest ways to improve efficiency and spending.
- Manage accounting staff.
- Participate in development of financial standards and forecasting.
- Provide input into department’s goal setting process.
- Assist with audits and preparation of tax returns.
- Assist with internal and external audits to ensure compliance.
- Support month-end and year-end close processes.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Ensure compliance with GAAP principles.
- Perform other duties and assignments as requested.

REQUIRED QUALIFICATIONS:

- Knowledge of grants and grant administration systems, processes and budgeting.
- Able to handle multiple projects at once, ability to meet deadlines, detail oriented and able to conduct a single audit in conjunction with the SEVP Finance/Controller
- Sage 100 accounting software. Highly Proficient in Microsoft Excel and Word.
- Thorough knowledge of basic accounting procedures In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends.
- Familiarity with non-profit financial accounting.
- Experience with general ledger functions and month-end/year-end close process.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Accuracy and attention to detail.
- Aptitude for numbers and quantitative skills.
- BS degree in Accounting, Finance or relevant.
- Minimum of 2 – 3 years accounting/grant administration experience required.
- Relevant certification (e.g. CMA or CPA) will be preferred.

EEO STATEMENT

Operation HOPE is an Equal Opportunity Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information or any other characteristic protected by law.

HOW TO APPLY

Please visit our website at: www.OperationHOPE.org and click on Careers.