

## **ReSurge International Staff Accountant**

ReSurge International is excited to present an outstanding career opportunity for a nonprofit accounting professional to join our expanding, mission-driven organization. The ideal candidate will have a minimum of three years of accounting experience in the non-profit sector. We seek a motivated professional who thrives in a fast-paced, positive environment and shares an authentic passion for improving lives and communities in low-income countries in Africa, Asia, and Latin America.

The Staff Accountant will play a vital role in the financial operations of Resurge International. This position is responsible for the day-to-day processing of financial activities, ensuring accuracy, compliance, and timely reporting. The Staff Accountant will collaborate closely with the Chief Financial and Administrative Officer (CFAO) to maintain the integrity of financial records and support the organization's mission. This position reports to the CFAO.

### **Essential Duties and Responsibilities**

#### **Accounting Operations:**

- Oversee daily accounting activities, including accounts payable, accounts receivable, cash disbursements and receipts, and proper coding of transactions to the general ledger.
- Prepare and review journal entries, account reconciliations, and bank statements.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Assist Resurge International leadership in the annual budgeting and planning process.
- Review budgets and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Ensure accurate and timely recording of financial transactions.
- Process the monthly closing and account reconciliations in a timely fashion.

**Financial Reporting and Analysis:**

- Prepare monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
- Support the CFAO in the development of financial reports for internal and external stakeholders, including the board finance committee, funders, and auditors.
- Proactively identify trends, variances, and potential risks.
- Coordinate and assist with annual audits and ensure timely and accurate reporting.

**Restricted Fund and Grant Accounting:**

- Ensure compliance with restricted funds, including grant agreements and related reporting requirements.
- Responsible for 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.
- Assist in the preparation of restricted funds and grant proposals and budgets.

**Cross-Organization Collaboration:**

- Works closely with all departments to ensure accurate classification of revenue and expenses, and related budget tracking.
- Provide support to administrative staff and department heads as needed.
- Participate in strategic plan implementation and special projects as assigned.

**Qualifications and Skills:**

- Education: Bachelor's degree in accounting or a related field.
- Minimum of 3 years of experience in accounting.
- Experience in nonprofit accounting is preferred.
- Strong understanding of GAAP and nonprofit accounting principles.
- Proficiency with accounting software (e.g., QuickBooks, Sage Intacct) and Microsoft Excel.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.

- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.

**Physical Requirements:**

- Sitting for prolonged periods of time.
- Computer screen work for prolonged periods of time.

Please note: This job description is not exhaustive and may be subject to change based on the needs of the organization.

Job Type: Full-time

Pay: \$75,000.00 - \$90,000.00 per year

Benefits:

- Health insurance
- Dental insurance
- Vision Insurance
- 401K
- Vacation

**Work Location**

This position is based in Sunnyvale, California with three days per week anticipated in the office. This position may also require some evening or weekend hours for events and board meetings.