



GENERATION CITIZEN STAFF ACCOUNTANT

Location: New York City (Remote)

ABOUT GENERATION CITIZEN:

Generation Citizen is transforming how civics education is taught by bringing the subject to life. We champion real-world democracy education that equips all young people with the skills and knowledge needed to effect change. To ensure that our democracy represents the voices of all people, we prioritize working with students from communities that have been historically excluded from the political process. In the classroom, our Action Civics program inspires robust civic participation by inviting students to engage directly with the local issues and institutions impacting themselves and their communities. We provide thought leadership, conduct research, and build coalitions to advocate for state and district level policies that ensure schools prioritize Action Civics.

Generation Citizen is in our 11th year of operations and has educated more than 90,000 students since our founding.

ABOUT THE ROLE:

The primary role of the Staff Accountant is to support the financial systems that allow GC to run effective programs in six sites across the country. The Staff Accountant will enter all transactions and ensure our books are closed in an accurate and timely manner, manage accounts payable and accounts receivable, and support all facets of GC's finances, from budgeting to government contracts. While the person in this role will primarily focus on accounting, they will also support other financial functions as well as some technology and general operations work streams. The ideal candidate is a meticulous self-starter who is highly detail-oriented, is comfortable working independently to solve problems, and has previous exposure to non-profit finance. This person will be a key individual contributor to our Operations Team and will report to the Finance Manager.

RESPONSIBILITIES:

Accounting (50%)

- Record all financial transactions in QuickBooks Online
- Manage month-end and year-end financial close process with external accounting firm
- Manage monthly staff expense reporting and reimbursement process
- Manage accounts payable and accounts receivable, including preparation of invoices for school fee-for-service
- Support annual audit and 990 filing



- Support 1099 preparation, periodic data reconciliations, and other finance projects as needed

Budgeting and Contracts (30%)

- Track expenses and prepare financial reporting for major government contracts, and ensure compliance with all related fiscal policies
- Track releases of restricted funds and prepare grant budgets and financial reporting
- Support annual organizational budget development, including cost analyses

Payroll & Financial Compliance (10%)

- Manage timesheet software and support biweekly payroll processing
- File any state paperwork forms required, including for taxes and unemployment, to ensure compliance with state and local agencies.

Operations and Technology (10%)

- Manage computer inventory, ordering, and troubleshooting
- Manage orgwide software platforms and support organizational knowledge management systems

QUALIFICATIONS:

- At least two years of accounting experience, preferably within the non-profit sector
- Intermediate to advanced Excel/Google Sheets skills (functions, pivot tables, etc.)
- Comfortable using technology and performing basic software and hardware troubleshooting
- While all GC teammates are currently working remotely, we hope for this person to be based in New York City, with an ability to commute to our office in lower Manhattan once re-opened

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- Strong attention to detail, with ability to manage complex processes with a high degree of accuracy
- Ability to problem solve and manage multiple work streams simultaneously in a fast-paced environment
- Process-oriented and capable of implementing and maintaining strong systems
- Commitment to handling confidential financial and employee information in a discreet and non-judgmental manner
- Strong time management and organizational skills
- Strong written and oral communication skills and ability to maintain professionalism with diverse stakeholders
- Commitment to diversity, equity, and inclusion especially as it relates to supporting equitable and inclusive organizational operations



HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent Manager will reach out to qualified candidates to schedule a phone screen. **We would appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Staff Accountant in seat by **January 1**. We encourage applicants to submit their applications early.