



**GENERATION CITIZEN
JUNIOR ACCOUNTANT**

Location: New York City (Hybrid)

ABOUT THE ROLE:

The primary role of the Junior Accountant is to support the financial systems that allow Generation Citizen to run effective programs in six sites across the country. The Junior 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 in all facets of GC's finances. The ideal candidate is an accountant that has excellent analytical skills and enjoys working in a challenging and fast-paced environment to support the continued success of the organization. This person will be a key individual contributor to our Operations Team and reports directly to the Director of Finance.

The Junior Accountant is expected to have reliable transportation to the Wall Street office weekly.

RESPONSIBILITIES:

Accounting (65%)

- 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 through Expensify
- Manage accounts payable and accounts receivable, including preparation of invoices for school fee-for-service
- Manage all GC Credit Card expenses
- Monthly accounting close procedures and deliverables (journal entries, reconciliations, reports) in compliance with GAAP.
- Support annual audit and 990 filing
- Support 1099 preparation, periodic data reconciliations, and other finance projects as needed

Budgeting and Contracts (20%)

- Support where needed in tracking expenses and prepare financial reporting for major government contracts, and ensure compliance with all related fiscal policies
- Support annual organizational budget development, including cost analyses

Payroll & Financial Compliance (15%)

- 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.
- Reconcile Payroll reports with Quickbooks

QUALIFICATIONS:

- At least two years of accounting experience, preferably within the non-profit sector
- Experience working with Quickbooks Online
- Strong customer service skills and attention to detail
- Intermediate to advanced Excel/Google Sheets skills (functions, pivot tables, etc.)
- Comfortable using technology and performing basic software and hardware troubleshooting

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback to connect to, engage, and inspire others towards outcomes, as well as for personal growth



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- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
 - A commitment to anti-racism and diversity, equity, and inclusion, with an ability to use these subjects as a lens for successful project management.
 - Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
 - Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
 - Strong ability to learn, design, and use technologies and platforms, with an ability to support others in learning technologies and developing technological competencies.
 - Entrepreneurial spirit and skilled at working within a resource-constrained environment

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent team will reach out to qualified candidates to schedule a phone screen. **We 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 Junior Accountant on staff by **October 17, 2022**. We encourage applicants to submit their applications early.