



Position Title: Senior Accountant

Supervisor: Chief Financial Officer

Status: Full-time

Location: Atlanta, GA

HOPE *worldwide* is an international charity that changes lives through the compassion and commitment of dedicated staff and volunteers to deliver sustainable, high-impact, community-based services to the materially poor and needy. Today HOPE *worldwide* serves more than 1.5 million people annually on every inhabited continent. After 30 years, HOPE *worldwide* continues to be an organization dedicated to serving, teaching, healing, and loving communities made vulnerable due to poverty, disease, or disasters. Together we can inspire greater hope in our world. To learn more about HOPE *worldwide* visit hopeww.org. Connect on [Facebook](#), [Instagram](#), [YouTube](#), [LinkedIn](#), [Twitter](#), and [TikTok](#) for the most current news on programs around the world.

JOB OVERVIEW

We are seeking a highly motivated and detail-oriented Senior Accountant to join our dynamic finance team. The successful candidate will play a crucial role in maintaining accurate financial records, preparing comprehensive financial statements, and ensuring compliance with accounting principles. This position involves overseeing a portfolio of international and domestic program accounts, collaborating with Global Network Members, and actively contributing to the budgeting and audit processes.

RESPONSIBILITIES

Financial Management:

- Exercise accounting control over a group of accounts within a given group of international and domestic programs.
- Ensure accurate and timely recording, classification, and summarization of financial transactions following GAAP.
- Prepare and maintain balance sheet reconciliations.
- Perform monthly bank reconciliations.
- Maintain general ledger by reconciling account summaries and preparing reconciliation spreadsheets with necessary backup.

Financial Reporting:

- Prepare monthly financial statements, including income statements, balance sheets, and cash flow statements.

Budgeting and Planning:

- Collaborate with program managers to develop and monitor program budgets.
- Assist in the preparation of the annual organizational budget and provide budget variance analysis.

Grant Management:

- Coordinate with Global Network Members in overseeing the financial aspects of programs and provide monthly reports.
- Ensures that all the projects have adequate financial planning, qualified resources, reporting tools, and accountability agreements throughout the project.

Supervision:

- Supervise the Accounts Payable function, ensuring accurate and timely processing of invoices, payments, and reconciliation of vendor accounts.
- Provide guidance and support to the accounting staff in their day-to-day activities.
- Review and approve journal entries and accounts payable transactions.

Audit and Compliance:

- Assist with annual audits, working with external auditors to ensure accurate and timely completion.
- Ensure compliance with all relevant accounting standards, tax regulations, and non-profit reporting requirements.
- Assist with annual audit, 990, and coordinate various state filings.

REQUIREMENTS

- Must be recognized by HOPE *worldwide*, Ltd. as being a spiritually fit Christian, holding to HOPE *worldwide*, Ltd.'s fundamental Christian principles.
- Bachelor's degree in accounting or a related field required; CPA preferred.
- Minimum of five years' experience in accounting or finance, preferably within a non-profit environment.
- Proficient in MS Excel and accounting software; experience with Sage Intacct accounting software is a plus.
- Self-motivated with a strong sense of responsibility, capable of meeting deadlines.
- Excellent verbal and written communication skills with the ability to convey financial information to non-financial stakeholders.
- Demonstrated ability to lead a team.
- Ability to work individually and collaboratively with a small team and across various departments.
- Ability to maintain discretion and confidentiality.

**BENEFITS**

- Eligible for full benefits package (medical, vision, dental) + retirement benefits (plus matching!).
- Fantastic paid time off package (includes vacation, sick and holidays).
- Up to five days per year paid time off to volunteer for HOPEww programs.
- Serve, love, and work with people around the world to inspire greater hope.

APPLY

Please send a resume and cover letter to hr@hopewww.org.