



Job Title: Senior Accountant
Organization: 100 Women in Finance
Location: Remote, available to work US East Coast Time Zone Hours
Scope: Full-Time Employee

100 Women in Finance, a global industry organization founded in New York in 2001, is missioned to advance the interests and professional development of female professionals in the financial services industry worldwide. We further pursue Vision 30x40 in which 30% of investment team and executive roles will be performed by women by 2040. With more than 30,000 members and locations in 30+ global financial centers around the world, we are the world's largest membership organization for female financial services professionals offering industry education, networking, and career advancement support.

We are seeking a Senior Accountant to join our Finance team.

Position Overview:

100 Women in Finance is seeking a detail-oriented Senior Accountant to join our Finance team. Reporting to the Chief Financial Officer, the ideal candidate will play a crucial role in maintaining accurate financial records, reporting, and ensuring compliance with Generally Accepted Accounting Principles. This person is responsible for essential bookkeeping duties, month end and annual close process, full cycle grant accounting management revenue determination, financial statement preparation, balance sheet reconciliations, assist with tax filings and audit support, ad-hoc financial reporting needs and accounting related projects.

Key Responsibilities:

- Manage and process all accounts receivable and payable, membership dues.
- Prepare and input monthly journal entries.
- Prepare weekly, monthly, quarterly, and ad hoc financial reports.
- Perform monthly bank reconciliations for 100WF's 6 organizations to ensure accuracy and consistency.
- Monthly close
- Produce Monthly Financial Statements for CFO, Treasurer and Board Meetings.
- Year End processing for Audit preparation.

- Provide Support for Annual Audit and 990 Preparation (both conducted by an external firm).
- Assist in the preparation of the annual budget.

Qualifications:

- Bachelor's degree from an accredited university in accounting, required.
- Certified Public Accountant (CPA) designation preferred, not required.
- Minimum five years' experience in non-profit accounting.
- Global experience.
- Intercompany accounting experience.
- Month-end close.
- Strong knowledge of Balance Sheet reconciliation, journal entries, and accrual accounting.
- Prepare and analyze financial statements, including balance sheet, income statement, and cash flow statement.
- Excellent analytical skills.
- Strong experience with QuickBooks Online.
- Advanced knowledge and utilization of Excel.
- Strong computer literacy to include use of MS Word, PowerPoint, and CRM software.
- Consistent, accurate attention to detail.
- Dependable, ability to multitask, strong time management, strong work ethic, cooperative, and willing to learn.
- Excellent communication skills, both verbal and written.
- Ability to work independently and meet deadlines.

How to Apply

Interested candidates should submit a resume and cover letter to SeniorAcct@100women.org. Candidates from historically underrepresented groups are encouraged to apply, as are candidates with nontraditional career paths, career gaps, long-duration careers, and/or applicable high-responsibility volunteer experience.

The salary range for this position is \$68,000 to \$75,000 in annual salary for 40 hours a week. The position offers health, vision, and dental insurance. The position provides sick days, vacation days, and personal time, as well as federal holidays.

We are an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.