



Job Title: Staff Accountant, Global Greengrants Fund

Workband: S

Location: Remote within the United States through a Hybrid work model preferred; strong preference for individuals in the Colorado area to ensure team continuity and collaboration with episodic in-person office days in Colorado as needed and prescribed by the organization.

Team: The Staff Accountant is a member of the Finance team, and in the present accountability structures is line managed by the Accounting Manager while building and working in more collaborative ways.

About Global Greengrants Fund

Global Greengrants Fund is a leading funder of the world's grassroots environmental and climate justice movements. Since 1993, we have been growing our networks of activists, experts, donors, and leaders to provide these movements with the resources they need to work toward a healthy and just future.

Global Greengrants uses a variety of participatory grantmaking models to provide funding and other forms of support to grassroots groups around the world. We work with over 200 grantmaking advisors from around the world, all of whom are experts and activists, connected with the grassroots movements, issues, and challenges in the regions where they work. These advisors make grantmaking decisions as members of our organization's regional and thematic advisory boards, of local funds that grew organically out of advisory boards in the regions where we work, and of other organizations that share our mission and values. We strive, however, for our grantmaking to be a relationship rather than a unidirectional flow of resources. Relationships built on trust and shared learning are essential to the success of our grantmaking. Our advisors help the organizations they fund with mentoring and connections to larger movements and other institutions. By bringing back ideas and knowledge from grantees, advisors also help their colleagues and broader movements to work out new solutions to the problems that confront them.

Staff Accountant

The Staff Accountant will support the Accounting Manager in the daily finance operations and accounting functions by ensuring the completeness and accuracy of financial records and financial transactions. The Staff Accountant will be responsible for maintaining accurate financial records, performing comprehensive account reconciliations, and supporting the overall financial operations of the company. They will compile data for statements of financial position, financial activity, and other related financial reports. They will collaborate with other departments on various special projects as assigned that will relate to the optimization of the finance department and the broader organization's business process flows.

Essential Duties and Responsibilities:

- Prepare journal entries and financial processes to ensure an accurate General Ledger in accordance with US GAAP through a timely month-end close.
- Perform accounts payable account coding and data entry, and check preparation/wire transfer.
- Ensure accurate and timely recording of financial transactions.
- Process monthly expense reports and reconciliations of: grants with source system, AP subsidiary ledger to general ledger, cash advance, intra-organizational transfers.

- Input and reconcile general ledger account detail entries and adjustments.
- Process wires in support of grantmaking and advisory board support.
- Maintain financial records on internal data storage systems (e.g., Financial Edge and QuickBooks)
- Assist with day-to-day, monthly, quarterly, and year-end accounting.
- Support the management of the month-end closing process for the US entity and in support of the UK entity.
- Support the update and/or development and implementation of financial policies and procedures that will govern how the organization's US and UK entities manage their internal and external financial controls.
- Support the monitoring of cash flow and implement sound cash management controls.
- Support the Chief Financial Officer (US) and the Director of Finance and Operations (UK) in collaboration with GGF department heads to create the organization's annual budgets and financial forecasts.
- Other duties as assigned by leadership.

Position Specifications

Essential Values and Competencies:

- Commitment to the guiding principles, mission, and values of Global Greengrants Fund.
- Commitment to a value-based intersectional framework and its implications for organizational practices and principles of anti-oppression.
- Transparency and accountability.
- Critical thinking and analysis.
- Strategic risk management.
- Build strong interpersonal relationships from the role - across both organizations (up, down and across and externally).
- Influencing & resolving differences across boundaries.
- Self-awareness and insight.

Essential Knowledge, Skills, Abilities, and Experience:

- Significant relevant experience in a similar role in non-profit environmental justice, development, feminist, gender, human rights organizations, and/or funding organizations.
- Strong financial management acumen; knowledge of accounting procedures and protocols, budgeting, and financial analysis.
- Demonstrated experience with FASB and ASA nonprofit accounting standards.
- Strong knowledge and working experience with US GAAP.
- Working knowledge and professional experience with annual audits and the IRS 990 process.
- Excellent organization skills with extensive experience in project and program management, ability to develop, monitor, and evaluate an operational plan with multiple projects, multiple deliverables, and deadlines; ability to plan, organize, and lead the implementation of plans and processes.
- Meticulous with exceptionally strong follow-up and follow-through skills.
- Demonstrated capacity to think strategically, innovatively, and analytically, with expertise in complex problem solving, decision making, and critical thinking skills, displays good judgment.

- Excellent interpersonal understanding, relationship building, and interpersonal skills to build strong alliances with diverse constituencies.
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Fluency in English; proficiency in other languages preferred.
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging, and virtual team collaboration software such as Trello, Zoom, Slack, Asana, Egnyte, and Financial Edge, Quickbooks or other financial management systems)
- Ability to travel within the US and the rest of the world (approx. 2 weeks per year).

Desirable Knowledge, Skills, Abilities, and Experience:

- Higher education degree with a strong preference in Accounting and a minimum Finance.
- Demonstrated experience in nonprofit and fund accounting management.
- Knowledge of International Financial Reporting Standards (IFRS)
- Ability to set up automated systems and processes to gain organizational efficiencies.
- Relevant lived experiences related to GGF's work and community.