

Philadelphia, PA

Senior Associate, Accounting Services (Hybrid)

Finance:

Pew's Finance department is committed to serving as an excellent steward of our financial resources; providing accurate, reliable, timely and cost-effective finance and procurement related products and services; and delivering extraordinary customer service on a sustained basis. The Finance department desires to ensure each position is fully aligned with Pew's mission, strategic priorities and results-oriented culture; and filled by a person with the competencies, skills, experience, and adaptability necessary to deliver extraordinary results.

The position reports to the reports to the Senior Manager, Accounting and will be based in Pew's Philadelphia or Washington, D.C. offices, and is eligible for 60% telework.

Position Overview

The Senior Associate, Accounting Services is a member of the Accounting group of the Finance department. The Senior Associate reports to and will work closely with the Senior Manager, Accounting and will assist with advanced financial reporting, general ledger maintenance, and special projects related to Pew and its subsidiaries, The Pew Research Center and the Election Performance Project.

The Senior Associate will also work closely with the other staff on the Accounting Services team to ensure that work is performed in an accurate and timely manner.

Responsibilities

General Accounting

- Prepare recurring and non-recurring journal entries for the month-end close
- Prepare monthly account reconciliations for higher-risk accounts, such as grants expense and payable, investments, prepaid expense, matching gifts, and leases
- Maintain familiarity with the activities performed by the other team members and serve as a back-up when needed
- Maintain accounting records of fixed assets and related accumulated depreciation, ensuring appropriate recording of capitalization, depreciation and disposal of long-lived assets

Tax Reporting

- Assist in the accurate and timely preparation of Forms 990 and 990-T.

External Audit

- Act as a liaison with external auditors for the year-end audit
- Act as a liaison with external auditors for the 401k audit, assist with the preparation of the 401k financial statements
- Assist in gathering the supporting documentation and information required by the auditors and answering questions as appropriate
- Other Duties as Assigned

Requirements

- Bachelor's degree in accounting or equivalent experience
- CPA license preferred
- Four or more years of accounting experience required
- Audit experience in a public accounting environment is preferred
- Understanding of not-for-profit accounting and financial reporting requirements is preferred
- Technical Skills:
 - Proficiency with Microsoft Office suite especially Excel and Outlook
 - Experience working with accounting software packages (PeopleSoft preferred)
 - Experience generating reports and perform complex software functions is required
- Personal attributes:
 - Excellent organization skills, detail oriented, thorough and demonstrates strong multi-tasking and time management skills
 - Demonstrated analytical skills to investigate and resolve problems, research new issues and present alternative solutions
 - Skilled in identifying internal resources, work through administrative systems and develop productive professional relationships with team members and constituents throughout the organization
 - Work with close attention to detail, monitor and double check work for accuracy and quality
 - Demonstrate initiative by investigating issues, anticipating needs and consistent follow up to resolve challenges
 - Strong work ethic and self-directed to take action to resolve issues and meet deadlines

Travel

No travel is anticipated.

Total Rewards

We offer a competitive salary and benefit program, including: comprehensive, affordable health care through medical, dental, and vision coverage; financial security with life and disability insurance; opportunities to save using health savings and flexible spending accounts; retirement benefits to help prepare for the future; and work/life benefits to maintain a good balance.

The Pew Charitable Trusts is an equal opportunity employer, committed to a diverse and inclusive workplace. Pew considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

Apply Here: <https://www.click2apply.net/5ZkwdKSYRpyzRSEdYc4pey>

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