

Job Description – Accountant

Description

The Auschwitz Institute for Peace and Reconciliation (AIPR) is hiring a full-time accountant with strong interpersonal skills, attention to detail, and excellent organizational competencies. The position will be within the Executive Office of the Auschwitz Institute and will report directly to the Executive Director. The accountant will be responsible for all aspects of AIPR's financial activities, including budgeting and forecasting, as well as accounts payable and receivable, and organization-wide financial reporting.

Responsibilities include but are not limited to:

- Monitoring and updating weekly budget for entire organization
- Compiling forecasts for expenses, income, and providing cash flow analysis
- Leading the preparation of the annual budget
- Employee expense management
- Communicating with vendors and bill paying
- Sending wires both domestically and internationally
- Managing accounts payable
- Managing light accounts receivable
- Preparing reporting documents for the Board of Directors
- Working with outside auditor to complete audit and 990
- Filing and maintaining regulatory filings as well as electronic and paper records
- Preparing monthly account reconciliations
- Maintaining internal controls
- Tracking and managing temporarily restricted contributions

Qualifications:

- Proficient in QuickBooks Online - required
- Employment conditional on successful completion of QuickBooks Online ProAdvisor training within first three months of employment
- Proficient in Microsoft Office - required
- Bachelors in accounting or related field – required
- 2 - 3 years of previous experience performing similar tasks - required
- Previous experience with nonprofit organizations - preferred
- Strong interpersonal skills and ability to work well in a team

Salary: \$60,000 with health benefits

Status: 4 full days per week

Duration: Employment conditional on successful completion and positive evaluation of three-month trial period

To apply: Please send a cover letter and resume to: applications@auschwitzinstitute.org.