



Position: Accounting Administrator

Department: Accounting

Reports to: CFO

Status: Exempt, Regular/Full-time

About SBP

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50+ staff and 300+ AmeriCorps members, SBP has rebuilt more than 1,300 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities. SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

The Accounting Administrator will provide accounting support across all operations. The position is full time and based at SBP's Headquarters in New Orleans.

I. Essential

A. Accounts Payable

- Review all invoices for appropriate documentation and approval prior to payment.
- Properly code or ensure proper coding on each invoice and enter into accounting system.
- Prepare weekly checklist for payment and obtain approval from CFO, ensuring adequate cash levels for weekly check run.
- Print checks for signature.
- Review monthly A/P Aging and clear out old payables.
- Resolve vendor issues and answer vendor inquiries.
- Set up new vendors – ensuring receipt of W-9's for all new vendors.
- Prepare 1099s at year end for Controller to review and process.

B. Accounts Receivable

- Prepare and record receipt of checks to give to Senior Accountant.
- Receive checks and allocate to correct jobs and income accounts.
- Review A/R Aging report monthly and follow up on past due invoices.

C. Job Costing

- Ensure all invoices are properly coded and allocated to appropriate job.

- Work with construction management staff to ensure proper coding, matching estimates and actuals.
- Work with Controller to maintain item list.
- Receive estimates from Construction and enter into QuickBooks.
- Prepare weekly job cost reports to distribute to CFO and Directors.
- Review jobs for errors in coding/allocation and provide additional details on large variances between estimates and actuals.

D. Petty Cash

- Collect and distribute petty cash following established guidelines
- Reconcile petty cash monthly and submit report to CFO to replenish petty cash

II. Other

A. Vehicle Management

- Tracking company vehicles and report any changes to insurance.
- Assist in registration of vehicles and providing insurance documentation as needed.
- Manage car accidents: coordinate with insurance, repair shop, driver, impound yards and authorities.
- Review registration invoices and approve for processing

B. Reporting

- DBE Reporting – work with construction to pull accurate reports of DBE bids and work.
- Assist in monthly close.

C. General

- Special projects as assigned.
- Recognize areas of improvement for procedures of the department and the business overall.
- Look for areas to reduce costs and suggest changes where cost savings are apparent.
- Deal with financial matters in a confidential, objective and professional manner.
- Provide excellent customer service for both internal and external contacts.
- Other duties and projects as assigned

Knowledge, skills and abilities

- Knowledge of personal computer based applications including word processing, spreadsheets, databases and accounting software, including QuickBooks
- Knowledge of general accounting and fiscal management principles
- Ability to work with minimal supervision
- Ability to work as an effective member of the Finance team
- Ability to communicate effectively orally and in writing

Education and Experience

- Bachelor’s degree in Business preferably in Accounting or Finance or at least two years accounting experience, preferably in non-profit organization.

Personal Characteristics

- Creativity/Innovation: Develop new and unique ways to improve the finances of the organization through cost savings.
- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

To Apply

Submit a tailored cover letter, resume, three professional references and salary history to careers@sbpusa.org. We will follow up with qualified candidates- please no calls or emails after your submission.