



Position: Accounting Administrator
Organization: SBP – National (New Orleans)
Reports to: Finance Manager

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The Accounting Administrator will report to the Finance Manager and support the Finance Department in a variety of ways. Their responsibilities will include: leading the accounts payables and job costing processes, assisting in grant reporting and invoicing, and other ad-hoc analytics to drive efficiency, ensure controls, and elevate performance.

Duties and Responsibilities

- Lead the accounts payable process by ensuring compliance with SBP's procurement policy, reviewing all invoices for proper coding and inputting them into our accounting system for payment, processing check runs, managing electronic payments and monitoring vendor and construction subcontractors to ensure that insurance requirements are up to date and compliant with organizational standards.
- Administer employee expense reimbursement and corporate credit card reconciliation software.
- Participate in completing weekly job costing requirements, including maintaining job costing requirement in the accounting system and providing analytical reviews on performance.
- Provide grant reporting, analysis, and invoicing support.
- Maintain, update and ensure compliance of SBP Policies.
- Lead other department and administrative tasks as required, including leading and training accounting intern(s), providing accounting on-boarding training to new hires, managing travel requests and per diems, mail distribution, and coordinating central purchases.

Qualifications

- Bachelor or Associate degree in Accounting or relevant field or 2 years accounting

experience

- Proficiency in MS Office including Microsoft Word and Excel
- Experience with Accounting systems and expenses reimbursement software
- Experience in Google Workspace, particularly Sheets
- Strong analytical and problem-solving skills
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Must be fully vaccinated against COVID-19 to CDC guidelines and provide proof of vaccination.
- Position is based in New Orleans, LA

Performance Expectations

- Detail-oriented and be creative and thoughtful about how to manage financial behavior
- High level of personal responsibility and drive towards ambitious goals
- Strong sense of integrity, ethics, and drive to achieve and grow
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Comfortable working in a fast-paced office environment
- Effectively communicate verbally and in writing and present information clearly and professionally to varying levels of individuals.
- Superior organization skills and dedication to completing projects in a timely manner

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.