



Position: Junior Accountant
Organization: SBP – National (New Orleans)
Reports to: Chief Financial Officer

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 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 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.

Position Summary

The junior accountant will serve and support the accounting and accounts payable team in a variety of ways. Their responsibilities will include: focusing on accounts payables optimization, vendor compliance, grant analysis and invoicing, and other ad-hoc analytics to drive efficiency, ensure controls, and elevate performance.

Duties and Responsibilities:

- Ensure all invoices and purchase orders have appropriate documentation and approval prior to posting or payment.
- Review all invoices for proper coding and input them into our accounting system.
- Monitor vendor and construction subcontractors to ensure that insurance requirements are up to date and compliant with organizational standards.
- Provide support to Senior Accountant for grant reporting, analysis, and invoicing.
- Assist in certain balance sheet account reconciliations with a particular focus on accounts receivables.
- Participate in completing weekly job costing requirements, including providing analytical reviews on performance.
- Lead other department and administrative tasks as required, including managing travel requests, mail distribution, and coordinate central purchases.

Qualifications:

- Bachelor's degree in Accounting or Business or equivalent
- Proficiency in MS Office including Microsoft Word and Excel
- Strong analytical and problem solving skills
- Detail oriented and comfortable working in a fast-paced office environment
- Effective verbal and written communication skills and the ability to present information clearly and professionally to varying levels of individuals.
- Superior organization skills and dedication to completing projects in a timely manner
- Position is based in New Orleans, LA

Performance Expectations:

- Be creative and thoughtful about how to manage financial behavior
- Have a high level of personal responsibility and drive towards ambitious goals
- Have a 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

To apply, please [click here](#).

SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

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.

