



Position: Senior Accountant
Location: SBP – New Orleans
Reports to: Director of Financial Operations

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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 and strengthened 60+ communities across 17 states and Puerto Rico

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 who 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 Senior Accountant will report to the Director of Financial Operations and will be primarily responsible for government grant accounting, payroll processing, and financial reporting. The responsibilities will include: managing government grant financial reporting, processing bi-monthly payroll, reviewing staff reconciliations, create efficiencies in the financial close process and other ad-hoc analytics to drive efficiency and alignment between the development, operations, and finance teams.

Responsibilities:

- Ensure the integrity and accuracy of financial and government grant reporting
- Establish and track government grant budgets based on program goals and objectives
- Manage payroll processing
- Provide cash management oversight of government grants, including the preparation of reimbursement requests and draw-downs of funds
- Ensure that government grant funds are expended in compliance with the Code of Federal Regulations
- Assist in preparation of month end close and year end audit requirements
- Provide guidance, support, and training to less-experienced accounting staff and other team members
- Lead cross-functional teams to optimize performance and solve for problems

Qualifications:

- Bachelor's degree in Accounting or Business or equivalent
- 4+ years' experience in accounting, financial reporting, payroll and/or grant reporting
- CPA Preferred, but not required
- Proficiency in QuickBooks, MS Office including Microsoft Word and Excel
- Strong analytical and problem solving skills
- Detail oriented and comfortable working in a fast-paced 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:

- Communicate with clarity and influence
- Set and manage appropriate expectations with internal and external partners
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Own your route when meeting deadlines and maintain a flexible work schedule
- Demonstrate initiative and work as a team player
- Adhere to the highest ethical standards in management and governance
- Provide effective leadership for staff and take full accountability for achieving personal and organizational goals
- Be creative and thoughtful about how to manage financial behavior
- Demonstrate commitment to continued professional growth/ development and embrace constructive discontent

Salary Range: \$70K - \$90K (based on experience)

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.