



Full Time Job Opening (35 hours)
Accounting Specialist, Rochester NY

Water for South Sudan (WFSS) delivers direct, transformative and sustainable quality-of-life service to the people of South Sudan by efficiently providing access to clean, safe water and improving hygiene and sanitation practices in areas of great need. The US 501(c)3 nonprofit organization was founded in Rochester, NY in 2003 by former "Lost Boy" of Sudan Salva Dut.

Our US office in Rochester, NY manages the administration and fundraising for the organization and works closely with our Operations Team in South Sudan. The Accounting Specialist is responsible for maintaining accurate financial records, managing billing and donations received, and supporting financial reporting for a nonprofit organization.

Duties and Responsibilities for Accounting Specialist, Rochester, NY

- Manage QuickBooks; run financial reports as needed
- Manage office finances, bill payment, reconcile bank statements
- Process check deposits using Remote Check Deposit service
- Assist with donation data in Salesforce
- Prepare financial reports, grant documentation and letters for grantees
- Manage out of state charity registrations
- Assist in annual budget preparation
- Assist with annual audit preparation
- Work collaboratively with South Sudan Finance Office, offering support as needed
- Assist Executive Director and Treasurer as needed

Experience/ Qualifications for Accounting Specialist, Rochester, NY

- Bachelor's degree in accounting, finance or related field preferred
- 2-3 years' accounting experience, preferably in a nonprofit setting
- Proficiency in QuickBooks & Excel; experience in Salesforce a plus
- Ability to manage multiple projects, prioritize work and meet deadlines
- Attention to detail and demonstrated organizational skills
- Flexible and fast learner
- Must be self-motivated, able to work independently and as part of a team
- Good knowledge of office terminology, practices, procedures, routines and equipment
- May require occasional flexibility in working hours to meet deadlines and for calls with South Sudan team
- Commitment to WFSS mission

Compensation: \$20-25 per hour, based on experience, includes paid time off, health insurance coverage, company IRA match after six months, and the potential for hybrid work schedule once established.

Please apply on Indeed at <https://www.indeed.com/job/accounting-specialist-38f745b37e2b5729> by Feb. 26, 2024

Water for South Sudan provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

2/2/2024