

Helen Keller JOB ANNOUNCEMENT

Cash Accountant

New York, NY hybrid (1-2 days a week in office)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

The Finance department at Helen Keller is seeking a Cash Accountant to join the Controller's team. The Cash Accountant will gather, track and review cash receipts received from donors and maintain supporting documentation. They are responsible for processing all payments and disbursements and monitor daily banking activity in all bank accounts.

Responsibilities:

Cash Management and Reconciliation

- Monitor daily cash balances and cash flow and make recommendations to support senior management to ensure sufficient liquidity to meet the organization's operational needs.
- Maintain and keep updated a tracker of all bank accounts, authorized signers and key contacts.
- Be familiar with the organization's receipts; disbursement policies and authorized approvers. Follow the organization's security policies rigorously to protect funds.
- Maintain cash reports of daily cash activity in the banks, review transactions for unusual activity.

Cash Receipts Processing

- Process all incoming cash receipts accurately and timely, including donations, grants, program fees, and other sources of revenue.
- Ensure all receipts are recorded correctly in the accounting system with accurate codes, maintaining detailed records.
- Upload transaction from Raiser's Edge to Financial System timely.
- Work closely with the Development teams to track and reconcile discrepancies
- Reconcile Raiser's Edge and Financial System monthly
- Deposit cash and checks promptly, ensuring all funds are secure and handled in accordance with the organization's cash-handling policies.
- Record fees, bank charges & interest income
- Maintain schedules on clearing accounts; contribution receivable; interest income
- Record cash receipts transactions timely for alignment with monthly close schedules.
- Maintain an organized and detailed filing system for all cash receipts and related documentation to ensure quick retrieval and audit readiness.

Cash Disbursement Processing

- Coordinate with Accounts Payable and Country Office teams to support accurate and timely processing of disbursements in accordance with established policies and procedures.
- Be familiar with banking and payment platforms used by the organization.

- Process all disbursements via check or electronically.
- Maintain wire models in the bank.
- Maintain updated banking details for Country Offices
- Conduct work in accordance with the organization's policies for use of passwords and security of banking and other personal information.
- Record inter-account transfers.

Other

- Back-up monthly bank reconciliation preparation, and other duties in the department, as needed.
- Maintain up to date workflow documentation for incoming payments and the internal point of contact register, and cross-train colleagues to back up functions.
- Provide all necessary documentation for cash account transactions and receipts in support of audit preparations.
- Follow protocols to support the implementation and maintenance of financial systems for efficient cash management, reconciliation, and reporting.
- Collaborate with finance systems to troubleshoot and resolve accounting software or banking interface issues as they relate to cash receipts and reconciliation.
- Assist Supervisor in maintenance of investment schedules.
- Other duties as assigned.

Required Qualifications/Competencies

- Demonstrated knowledge of and experience in cash management, cash receipts processing, document management.
- Collaborative, flexible and solution-oriented.
- Ability to work under pressure, maintain balance when under stress and meet strict internal and donor deadlines.
- Strong attention to detail and accuracy.
- Demonstrated high-level proficiency in the use of various financial related software (spreadsheets, accounting packages).
- Evidence of strong analytical skills, time management, organizational and customer service skills.
- Proven ability to create and maintain effective systems for managing information, and tools for making information accessible and understandable to a broad audience.
- Demonstrable respect for all persons, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Personal commitment to Helen Keller Intl's mission and goals and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.
- US work authorized.

Education and Experience

- Bachelor's degree in Accounting, Finance, Management or business plus five years relevant work experience, or equivalent combination of education and experience.
- Experience working in an international non-profit setting a plus.

Compensation

The minimum of this salary range for this position is \$68,000, with a midpoint of \$85,000 and a maximum of \$102,000. Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org

This is an internal recruitment. The deadline to apply is November 22, 2024.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.