



Job Title: Entry Level Staff Accountant **FLSA Status:** Non-Exempt
Department: Finance **Date:** April 2026
Reports to: Director, Finance & Administration **Status:** 30 hours w/Benefits
Worksite: Richmond Office
Hiring Range: \$40,000-\$45,000

Purpose and Scope of Job

Reporting to the Director of Finance, the Entry Level Staff Accountant is responsible for the day-to-day transactional general accounting functions including but not limited to, accounts payable, deposits and revenue reconciliation with donor system, non-complex general ledger transactions, coding and recording credit card charges ensuring appropriate documentation and general ledger recons such as bank accounts and other non-complex accounts. This position cross trains and supports the Senior Accountant to provide redundancy and checks & balances.

All roles at World Pediatrics are expected to rally behind our core values as applicable in their tasks:

- **Kids First:** We are accountable to the children.
- **Equitable Access:** We empower opportunity.
- **Rooted in Community:** We build for a sustainable future.
- **Best Practice to Next Practice:** We innovate and transform.
- **Shoulder-to-Shoulder:** We operate with unity and integrity.

Key Responsibilities

Deposits and Revenue Recognition

- Posting cash receipts to open invoices in the general ledger.
- Preparation of the monthly reconciliation of bank account statements.
- Follow up on open accounts receivable balances with partners and vendors.

Bill Paying and Accounts Payable

- Gather proper business owner approvals for all invoices and site payments.
- Ensure proper account coding and program allocations for all invoices and site payments.
- Train staff on proper coding and allocation for invoices.
- Process weekly check/Wire/ACH runs ensuring vendors are paid on time.

Credit Card Review/Coding and Reconciliation

- Review credit card statements monthly.
- Follow up with all staff to ensure that cards and receipts match.
- Record credit card payments.

General Ledger Reconciliations, Monthly Closing, Annual Audit

- Create and post non-complex journal entries, research, and correct posting/coding discrepancies.

- Reconcile general ledger accounts and maintain account analyses for non-complex Balance Sheet and Income Statement accounts as assigned by the Director.
- Completion of the month-end checklist in partnership with the other members of the Finance and Administration team.
- Assist in preparing audit schedules and gathering supporting documentation for year-end audit.
- Assist the Director in the preparation of annual tax filings including IRS Form 990 and IRS Form 1099, Business Personal Property Tax, and other State Compliance filings.
- Ensure maintenance of appropriate and strict internal controls and financial procedures.
- Performs other related duties as assigned.

IT, Finance and File Maintenance Support

- Assist with basic accounting, reconciliation, and data reporting tasks.
- Complete recurring rudimentary IT oriented tasks and oversee computer inventory.
- Conduct SharePoint file maintenance.
- Complete insurance and administration data entry and tasks.
- Act as a local resource in the Richmond Office for IT.

Success Factors

- Excellent communication skills, both oral and written for communication with international partners, co-workers, and donors.
- Works effectively with diverse personalities and work styles to achieve common objectives; Team-oriented with a strong sense of collaboration and ownership.
- Great attention to detail and ability to multi-task, problem solve and prioritize under pressure;
- Creative thinker with commitment to brand standards.
- Thrives with alternating between a variety of responsibilities and completing routine data entry, file administration and other recurring tasks.
- Completes all assigned tasks within the scope of work and communicates any potential deviations promptly.
- Exceptionally strong worker both independently and in a group setting; Seeks clarification or additional information when needed to ensure task completion.
- Some experience in program coordination, management, and assessment.
- Desire to work in a fast-paced and constantly changing work environment; Demonstrates a willingness to learn new skills and procedures relevant to their role.
- Willingness to routinely engage in physical work to ensure equipment ships out, and inventory is clean.

Qualifications

- A bachelor's degree in accounting, or in the final semester of a program leading to a bachelor's degree in accounting.
- Minimum of two years' experience as an accounting clerk or equivalent, preferably in a nonprofit organization.
- Experience working with software packages such as QuickBooks.
- Proficient with Microsoft Office Suite or related software.

Work Environment

- Hybrid role in the Richmond, VA office; with **3 in-office days per week**; Mondays and Wednesdays are required in-office.
- Standard business hours with occasional flexibility for campaign periods or events.

Physical Requirements

- Must be able to drive on a regular basis; must have and maintain an incident-free driving record.
- Must be able to sit for extended periods of time.
- Must be able to work at a computer
- Must be able to lift and/or carry 30 lbs.
- Must be able to package and physically organize computer inventory.

World Pediatrics is committed to creating an inclusive work environment and welcome applications from all genders, races, religions, sexual orientations, ages, and any other groups that could bring diverse perspectives to our organization.

Interested applicants should submit their resume and cover letter to recruiting@worldpediatrics.org