

JOB POSTING



Job Title: Staff Accountant

FLSA Status: Non-Exempt/Full Time

Department: Finance & Administration

Reports to: Accounting Manager

Office: Richmond, VA; hybrid

Salary: \$50,000-\$55,000

Date: August 2026

Purpose and Scope of Job:

Reporting to the Accounting Manager, the Staff Accountant performs transactional accounting, routine reconciliations, financial record maintenance, dashboard-data preparation, and assigned administrative support. The role supports accurate and timely domestic and international accounting while maintaining documentation, assets, finance files, and recurring facilities and technology coordination assigned to Finance & Administration.

All roles 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.

ESSENTIAL DUTIES include but are not limited to:

Transactional Accounting and Close

- Process approved accounts payable, ACH, check and wire activity under established dual controls.
- Post cash receipts, maintain receivable detail, and reconcile deposits and donor-system activity to the general ledger.
- Review credit card and employee-expense activity for receipts, approvals, coding and allocation.
- Prepare routine journal entries and reconcile assigned bank, receivable, payable, prepaid, fixed asset and credit-card accounts.
- Complete assigned month-end checklist steps and escalate unresolved reconciling items to the Accounting Manager.

Grants, International Activity and Audit Support

- Maintain transaction-level support for grants, donor restrictions, gift-in-kind activity and inter-office transfers.
- Support country-office reconciliations and documentation for international payments.
- Prepare assigned audit schedules and retrieve support for audit, tax and compliance filings.
- Business Intelligence and Data Support
- Prepare, validate and document recurring data inputs for DOMO or a similar BI platform.
- Assist with dashboard refreshes, reconciliation of dashboard data to source systems, and investigation of exceptions.
- Maintain report files, data dictionaries, process instructions and evidence of recurring review.

Information Technology and Records Support

JOB POSTING



- Maintain Finance & Administration SharePoint files in accordance with approved retention and access practices.
- Coordinate new-hire and departure checklist steps, asset assignments and documentation with HR and the MSP.
- Maintain computer and technology asset inventory, tagging, custody records and disposal support; technical administration remains with the MSP.
- Support user documentation and routine finance-system testing.

Facilities and Administrative Support

- Maintain physical inventories of furniture, technology and other assigned equipment.
- Coordinate office-supply purchasing, mail, shipping and receiving tasks assigned to Finance & Administration.
- Maintain vendor certificates of insurance, contract support files, utility documentation and other recurring facilities records.
- Provide data and documentation supporting insurance schedules and facilities cost tracking.

Success Factors

- Excellent accuracy, organization, confidentiality and follow-through.
- Ability to manage recurring deadlines and communicate exceptions promptly.
- Collaborative service orientation and sound judgment regarding escalation.
- Comfort working across accounting, data, technology assets and administrative processes.

Qualifications

- Bachelor's degree in accounting, or final semester of an accounting degree program.
- Two years of accounting clerk, bookkeeping or equivalent experience preferred; nonprofit experience is a plus.
- Working knowledge of AP, reconciliations and general ledger fundamentals.
- Experience with QuickBooks or a comparable accounting system and Microsoft 365.
- Experience preparing data for DOMO, Power BI, Tableau or a similar BI platform is preferred.
- Strong Excel skills and ability to reconcile reports to source-system data.

Work Environment and Physical Requirements

- Full-time hybrid role with three in-office days per week; Mondays and Wednesdays are required in-office.
- Standard business hours with occasional flexibility for close, audit, events or campaigns.
- Ability to work at a computer for extended periods, drive as required, and lift or carry up to 30 pounds for inventory or records support.

HOW TO APPLY:

If you are seeking to **grow** with an organization that is **passionate about providing children** with access to lifesaving and life-changing care, **we would love to talk with you!**

To apply, please submit your resume and cover letter to recruiting@worldpediatrics.org

JOB POSTING



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.