

**Position Title:** Staff Accountant  
**Status:** Full-Time  
**Location:** New York City

**Organization: American India Foundation**

Mission: The American India Foundation is committed to catalyzing social and economic change in India, and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health and leadership development. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with Governments to create and scale sustainable impact. Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 4.6 million of India's poor. Learn more at [www.AIF.org](http://www.AIF.org)

**Job Summary:**

The staff accountant position is primarily responsible for accurate and timely recording of Accounts Payable in the General Ledger, tracking outstanding gala commitments, reviewing the completeness of the MoU, Tranche Disbursement and Due Diligence process, overseeing the maintenance of corporate and charitable registrations necessary for undertaking business in all states and collecting the employee credit card receipts for coding of the expenditure for entry into the General ledger.

**Reporting and Relationships:**

The Staff Accountant will report to the COO/CFO of the organization.

**Essential Job Functions**

**Accounts Payable (15%)**

- Preparing vendor invoices and other invoices for entry into the General Ledger for payment.
- Organizing processed payments for mailing /distributing.
- Filing and maintaining all Accounts Payable records.
- Performing annual IRS Form 1099 miscellaneous reporting.

**Gala Payment Tracking (25%)**

- Updating of gala spreadsheets for receipt of donor contributions.
- Distributing gala contributions outstanding reports for bi-monthly collections meeting.
- Reviewing the G/L account coding of gala revenue for accuracy.

**Tranche Disbursement, MoU and Due Diligence (25%)**

- Examine tranche disbursement and documentation and MoU signature requests for completeness.
- Examine required due diligence documentation for thoroughness.

### **State Corporate and Charitable Registrations (15%)**

- In states where needed, maintain or initiate Corporate Registration for AIF.
- Maintain and monitor Charitable Registration for AIF in states where required.

### **Credit Card Expenditure Documentation (15%)**

- Send monthly credit card detail with worksheet to each employee credit card holder.
- Collect receipts along with completed signed worksheet from each credit card user.
- Account coding of all credit card expenditures for entry into the General Ledger.

### **Support Finance Department with other tasks as required (5%)**

- Assist with the preparation of year-end audit schedules.
- Help with the preparation of annual budget reports.
- Monitor the application of restricted/unrestricted funds to budgeted amounts.
- Data Analysis as required.
- Any other tasks as requested.

### **Key Skills, Competencies and Desired Qualifications**

- Bachelor's degree in Accounting.
- 4-5 years of accounting, financial experience.
- Proficiency in Blackbaud FE G.L and RE Database application.
- Advanced knowledge of Microsoft Excel along with proficiency in other MS Office applications.
- Understanding of Charitable Navigator Rating calculations.
- Professional written and verbal communication skills.
- Strong familiarity with nonprofit accounting principle and practices.
- High level of accuracy along with strong attention to detail.
- Good Interpersonal and writing skills.
- Team player.

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

**Salary and Benefits:** American India Foundation offers a competitive salary and excellent benefits. The individual will have opportunities to learn all aspects of a non-profit organization.

### **HOW TO APPLY**

Applicants **MUST** be eligible to legally work in the United States of America.

Please send your resume and cover letter to: [ny@aif.org](mailto:ny@aif.org)

Due to the potential volume of responses, only candidates selected for an interview will be contacted.