



Employment Opportunity

POSITION: Accounting Manager
LOCATION: Chicago, IL
REPORTS TO: Director of Administration
COMPENSATION: Competitive; Commensurate with Experience

About Us

Nuestros Pequeños Hermanos (NPH) means "Our Little Brothers and Sisters" in Spanish. NPH transforms the lives of vulnerable children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. Together, we help children overcome poverty and become productive, caring leaders in their own communities. Founded in 1954 by Father William Wasson, NPH is supporting nearly 8,000 children, both inside and outside our homes, ensuring they have a safe and nurturing place to live, an education, clothing, healthcare, and a strong family support system. In addition, NPH's St. Damien Pediatric Hospital in Haiti is the only pediatric medical facility in the entire nation of 11.5 million people, employing more than 500 Haitians and serving thousands of children and expectant mothers each year.

NPH USA, a fundraising organization for NPH International, is headquartered in Chicago with fundraising offices in three areas covering the West and South; Midwest; and East Coast. NPH International is headquartered in Mexico, with other fundraising offices in Europe, Australasia, and Canada.

Mission

NPH USA connects supporters' passions and interests to the transformational work of Nuestros Pequeños Hermanos impacting the lives of children, families and communities in Latin America and the Caribbean.

Vision

We envision a world where vulnerable children, families, and communities have access to the resources and opportunities they need to thrive.

Organizational Imperatives

- Honor Donor Relationships
- Fulfill Commitment to NPHI
- Live the Values of Fr. Wasson

Values

- Show GRATITUDE in all we do
- Foster authentic RELATIONSHIP and true connection
- Act with INTEGRITY always
- Accept RESPONSIBILITY for our mission and our commitments
- Work in COLLABORATION to achieve more together
- Operate with TRANSPARENCY and honesty
- Embrace DIVERSITY, EQUITY and INCLUSION, building a better organization and a better world

Summary of Opportunity

The Accounting Manager is a key member of the national operations team at our headquarters in Chicago, IL. This position reports to the Director of Administration and works closely with the Chief Financial Officer.

We are seeking an individual with a strong accounting background and excellent customer service skills. This position is responsible for managing the accounting system and the day-to-day operations of the accounting department while continuously implementing quality improvements that streamline processes and strengthen internal controls.

It is expected that the Accounting Manager is a self-directed, flexible, and organized team player who embodies a clear understanding and passion for NPH USA's mission, vision, organizational imperatives, values, diversity, equity and inclusion.

Your Impact & Contributions

- **General Ledger**
 - Prepare journal entries and supporting documentation for the financial close process
 - Maintain updated general ledger and complete financial records
 - Maintain accounting process and procedures manual and oversee internal controls
- **Accounts Payable**
 - Review and verify calculations, GL coding, and approvals on vendor payments
 - Prepare weekly check runs, obtain authorized signatures, and distribute checks
 - Prepare monthly wire transfers to affiliated/related organizations
 - Maintain complete vendor and accounts payable files
 - Prepare and distribute IRS Form 1099 to vendors and Form 1096 to the IRS
 - Provide complete responses to vendor inquiries
- **Employee Reimbursements and Credit Card Expenses**
 - Prepare and distribute monthly credit card expense reports to employees for completion
 - Review and verify general ledger coding, supporting documentation, calculations, and management approvals on submitted employee reimbursements and credit card expense reports to ensure expenses follow budget authorizations and accounting policies
 - Prepare journal entry to record employee reimbursements and credit card expense reports
- **Account Reconciliations**
 - Work closely with the Donor Gift Management team to reconcile bank accounts
 - Reconcile ACH and credit card donations made through various payment gateways
 - Reconcile all balance sheet accounts in a timely, accurate, and complete manner
 - Monitor and reconcile daily cash management activity and maintain bank accounts
 - Analyze select balance sheet accounts and maintain all supporting documentation
 - Analyze revenue and expense accounts as required
- **Financial Reporting**
 - Prepare and distribute internal financial reports, presentations, and analyses
 - Assist in annual external audit by preparing reports and analyses as needed
 - Follow-up with staff and others regarding questions raised by external auditors
 - Support the preparation of audited financial statements and IRS Form 990
- **Other**
 - Communicate and follow up with employees regarding company policies on vendor payments, employee reimbursements, and company-issued credit cards
 - Assist the Director of Administration with special projects as needed

Ideal Qualifications

- BA in Accounting or Finance
- Minimum of 3-5 years of experience in accounting role, preferably in non-profit field
- Experience preparing journal entries into a computerized accounting system, as well as a solid understanding of general accounting principles
- Experience gathering and evaluating financial information and making accountable recommendations to senior leadership
- General and position-specific knowledge of accounting practices and principles; fund accounting practices and principles; standard office practices and procedures; applicable laws, codes and regulations
- Ability to manage work independently, organizing concurrent tasks, and setting priorities in a deadline-oriented environment
- Excellent computer and superb Microsoft 365, particularly Excel, skills required
- Detailed-oriented, including the ability to perform detailed analytical tasks
- Strong interpersonal skills, including verbal and written skills
- Demonstrates the highest level of integrity and business ethics with a strong sense of confidentiality

How to Apply

Send resume and cover letter to recruiting@nphusa.org. Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds.