



## Employment Opportunity

**POSITION:** Accountant  
**LOCATION:** Chicago, IL  
**REPORTS TO:** Comptroller  
**COMPENSATION:** \$68,000-\$72,000

### **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 9,000 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 regional fundraising offices across the US. NPH International is headquartered in Mexico, with other fundraising offices across Europe and the Americas.

### **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

## **BENEFITS**

At NPH USA, we're deeply committed to both our mission and the people who help drive it forward. Our benefits plan is designed to support and empower our dedicated team with competitive offerings, including comprehensive medical, dental, and vision packages. We provide cell phone reimbursement, life insurance, and a 403b plan with a generous company match to help you plan for the future. We believe in the importance of work-life balance, which is why we offer a generous paid time-off program to help you recharge and thrive. At NPH USA, we foster a community of passionate individuals who are supported, valued, and equipped to make an impact.

## **POSITION SUMMARY**

The Accountant supports the day-to-day accounting operations at NPH USA's Chicago headquarters, reporting to the Comptroller. This role is responsible for maintaining the general ledger, processing accounts payable and employee expense reports, performing account reconciliations, and supporting financial reporting and audit activities. The Accountant ensures the accuracy, integrity, and compliance of financial records in accordance with GAAP and nonprofit reporting requirements, while contributing to strong internal controls and continuous process improvement. The ideal candidate is detail-oriented, service-minded, adaptable, and committed to NPH USA's mission, vision, and values.

## **PRIORITIES AND RESPONSIBILITIES**

### **General Ledger**

- Prepare and record journal entries, ensuring accuracy, proper coding, and complete supporting documentation for the monthly, quarterly, and annual financial close process
- Maintain an accurate and up-to-date general ledger, including timely reconciliations and complete financial records that comply with GAAP and nonprofit reporting requirements
- Maintain and update the organization's accounting policies and procedures manual, and oversee internal controls to ensure consistency, compliance, and strong financial stewardship

### **Accounts Payable**

- Process accounts payable, reviewing vendor charges, cost center allocation, and approvals
- Prepare and process monthly wire transfers to affiliated organizations
- Maintain accurate and complete vendor and accounts payable records
- Prepare and distribute IRS Forms 1099 and 1096 in compliance with reporting requirements
- Provide timely and thorough responses to vendor inquiries

### **Employee Expense Reports**

- Audit and process employee reimbursements and credit card expense reports
- Review expense reports for accurate cost center allocation, supporting documentation, calculations, approvals, and compliance with budget authorizations and accounting policies
- Prepare monthly journal entries to record expense report activity

### **Account Reconciliation**

- Reconcile general ledger activity to CRM, payment gateway, and bank records to ensure the accuracy and integrity of financial records
- Reconcile general ledger accounts, maintaining complete and accurate supporting documentation
- Reconcile general ledger accounts of NPH USA and affiliated organizations to ensure accuracy and integrity of financial records

### **Financial Reporting & Auditing**

- Prepare and distribute internal financial reports, presentations, and analyses
- Support the annual external audit by preparing requested schedules, reports, and analyses
- Assist with the preparation of audited financial statements and IRS Form 990

## **IDEAL EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree in Accounting
- Minimum of 5 years of accounting experience, preferably in a nonprofit environment
- Strong analytical, organizational, and communication skills with exceptional attention to detail
- Ability to collaborate cross-functionally while managing multiple priorities and meeting deadlines in a fast-paced environment
- Demonstrated integrity, professionalism, and commitment to confidentiality and ethical business practices
- Proficient in Microsoft Outlook, Teams, Word, Excel, and Adobe PDF
- Experience with Salesforce, SAP Concur, and MIP preferred but not required
- Flexible availability, with willingness to work extended hours and travel domestically as needed

## **HOW TO APPLY**

Send resume and cover letter to [recruiting@nphusa.org](mailto: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.