



THE IRELAND FUNDS

STAFF ACCOUNTANT | JOB DESCRIPTION

August 2022

Organization

Founded in 1976, The Ireland Funds is a grant making charity and global philanthropic network that supports peace, culture, education, and community development in Ireland and in Irish communities across the world. With chapters in 12 countries, The Ireland Funds has raised over \$600 million and supported over 3,200 outstanding nonprofit organizations.

Job Brief

The Ireland Funds America is seeking to hire a Staff Accountant who will serve as an integral member of the organization's team. The position will encompass assisting in the maintenance of the accounting records including accounts receivable, accounts payable, expense reporting, general ledger maintenance and reconciliation, monitoring data quality and integrity, data analysis and insight reporting in the Customer Relationship Management (CRM) database. This is a dynamic position in a small team with opportunities to learn and grow while contributing meaningfully to meet the organization's ambitious goals. The position is based in person/hybrid in our Boston or New York office and will report to the Financial Controller, New England.

Responsibilities & Duties

- Responsible for all accounts payable processes, including but not limited to reviewing invoices for appropriate documentation and approval prior to payment
- Timely processing of invoices and expense reports
- Prepares analysis of accounts as required
- Performs vendor account reviews and research
- Assist with recording of revenue and grants, working with the Grant Administrators
- Ensure relevant data is integrated into the CRM
- Review data integrity in the CRM

- Create and maintain visual data insights
- Assist with the month-end and year-end close process including analysis of P&L accounts
- Assist in the processing and filing of 1099s and other tax and financial close activities
- Assist with financial audit and Form 990 tax preparation
- Supporting the Financial Controller with a variety of duties

Preferred Qualifications, Experience and Competencies

The Staff Accountant will be a highly motivated self-starter and the ideal candidate for this position will possess the following qualities and attributes:

- An interest in Ireland, and advancing the organization's mission
- A Bachelor's Degree in accounting and at least two years of relevant work experience,
- Capacity to multitask and manage multiple projects and assignments in a fast-paced environment, often with competing deadlines
- Highly organized, detail orientated and analytical mindset
- Excellent critical thinking and problem-solving skills
- Strong communication, written and interpersonal skills
- Ability to work cooperatively and collaboratively and proactively in a small team environment
- Experience working with a CRM a plus
- Proficiency with Microsoft Office, particularly Word, Excel, and PowerPoint

Salary and Benefits

The Ireland Funds America offers a competitive salary and benefits package.

Application Process

Email a copy of your resume with a cover letter addressed to Christine Murphy, Financial Controller, The Ireland Funds America, identifying why you are suited to this role to hr@irelandfunds.org