

VERITÉ

Fair Labor. Worldwide.

<p>Verité is a growing, award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private- and public-sector clients by building their understanding of labor rights problems in global supply chains and developing their abilities to solve those problems.</p>	
Title	Staff Accountant
Location	Verité is located in Amherst, MA, but the Staff Accountant may work from the office or remotely.
Role	The Staff Accountant will support Verité by performing a wide range of accounting functions to ensure the ongoing compliance and financial viability of the organization.
Tasks & specific responsibilities	
	Performs accounts payable functions including but not limited to: verifying invoices, expense reports, check requests, and purchase requisitions; entering data into accounts payable system; processing check runs, and year-end 1099 processing.
	Performs accounts receivable functions including but not limited to: applying payments to appropriate accounts, monthly invoicing, reconciling customer accounts, and handling client inquiries.
	Performs payroll functions including but not limited to: bi-weekly payroll processing, benefit management, tax preparation, reconciliation and filing, and year-end W2 processing.
	Performs daily banking procedures and reconciliation.
	Prepares general ledger journal entries and monthly account reconciliation.
	Prepares required reports in a timely and accurate manner.
	Submits federal grant draw downs and completes quarterly filings.
	Serves as liaison to regional offices in payment processing and account reconciliation.
	Assists with external audits.
	Performs other duties as may be required of the position or assigned by the manager.
General responsibilities & accountabilities	
	Responsible for ensuring that internal and external clients are satisfied with the timeliness, accuracy, and clarity of all financial transactions and communication.
	Responsible for monitoring capacity, communication, and outcomes for the Verité finance team and advising on improvements.
	Responsible for accurate management of budgets and other financial documents.
Qualifications for all Verité positions	
	Demonstrates strong personal commitment to Verité's mission or related social justice objectives.
	Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries.*
	Demonstrates sensitivity and competency engaging with the diverse marginalized populations impacted by Verité's mission.
	Fluent, clear and concise writing in English.
	Gathers and analyzes information reliably and with consistently appropriate attribution.

	Solicits and incorporates feedback towards continual improvement.
	Maintains confidentiality in communications as appropriate.
	Manages own time to successfully meet commitments.
	Identifies problems and seeks support in a timely manner.
	Seeks out and contributes to opportunities for specific training and other professional development.
Salary	\$45,000 - \$52,000 commensurate with qualifications and experience.
To apply	Please submit a resume and a brief cover letter through the Verité application portal at www.verite.org/careers . No telephone or email inquiries will be accepted for this position.

*These include, but are not limited to: gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state, or local protected class. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, trans and LGB people, women, and people from working class background, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.