

Staff Accountant Job Description

Position Summary

For nearly 70 years, Children's Institute has partnered with parents, caregivers, educators, and community providers to support the social-emotional development and well-being of children and youth. Our work advances early learning, school readiness, and youth leadership by strengthening the environments in which children live, learn, and grow.

The Children's Institute Staff Accountant works with the Director of Finance and Operations to provide accurate financial and budget information to help ensure the smooth, efficient functioning of the institute. The accountant supports day-to-day accounting operations for a nonprofit organization, ensuring the timely and accurate processing of transactions and the preparation of financial information. This role is responsible for accounts payable, cash disbursements, general ledger maintenance, cash receipts and deposits, and assists with budgeting, monthly close, financial reporting, and audit preparation. The accountant may also process payroll and maintain related payroll tax filings, supporting compliance with federal, state, and local requirements.

Reports to: Director of Finance and Operations

Key Responsibilities

- Accounts Payable & Disbursements
 - Process vendor invoices, secure approvals, and properly code transactions.
 - Execute payments, maintain vendor files, and reconcile A/P.
- Cash, Receipts & Banking
 - Record cash receipts, donations, and program income.
 - Prepare deposits and reconcile petty cash.
 - Complete weekly cash reconciliations and monthly bank reconciliations.
- General Ledger & Period Close
 - Maintain the GL, including journal entries, allocations, accruals, and reclassifications.
 - Prepare month-end schedules and ensure fund accounting accuracy.
- Budgeting & Financial Reporting
 - Assist with annual budget and forecasts.
 - Prepare monthly financial statements and variance analyses.
- Payroll & Payroll Taxes (if assigned)
 - Process payroll and maintain payroll records.
 - Prepare payroll tax filings and reconcile payroll accounts.
- Grants, Contracts & Compliance
 - Track grants and contract budgets and assist with reporting.
 - Maintain documentation for cost allocations.
- Audit Preparation & Internal Controls
 - Prepare audit schedules and assist auditors.
 - Support internal control improvements.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- 2–5 years of accounting experience; nonprofit experience preferred.
- Knowledge of nonprofit fund accounting and GAAP.
- Experience with accounting systems and Excel.
- Strong organizational, analytical, and communication skills.

Additional Information

- Work location: Primarily on-site in Rochester, NY with some flexibility for hybrid work. The nature of this position requires the individual to be in the office 60-80% of the time.
- FLSA/Status: Exempt (Professional)
- Employment Type: Full-time
- Salary Range: \$ 61,000 to \$71,000
- Benefits: Children's Institute offers a comprehensive benefits package including health and dental insurance, generous paid time off and an employer contribution to retirement.

To Apply

Please submit a resume and cover letter detailing how your qualifications match the job description to:
Dianne Cooney Miner, Executive Director at info@childrensinstitute.net

Equal Employment Opportunity

Children's Institute is committed to equal employment opportunity for all persons regardless of race, religion, color, national origin or citizenship, ancestry, sex, gender, gender identity, gender expression, age, disability, sexual orientation, marital, military, or veteran status, or any other status or characteristic protected by law.

We welcome qualified candidates with lived experiences to help us best serve our great Community! We know that a diverse team makes for the best collaborative work and creative thinking. We are dedicated to adding new perspectives and experiences to the team and encourage everyone who is interested in the work to apply.