

## Senior Accountant, Tides Advocacy

Reports to: Accounting Manager  
FLSA Status: Exempt  
Prepared Date: 06/19/2019  
Location: San Francisco/ New York

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### *Organization Description:*

Tides Advocacy is a team of political, legal, and financial experts that identify, connect, and fuel movements for social justice and the health of our democracy. We leverage our 25 year progressive network, navigate the rules, and solve problems in order to make advocacy.

Tides Advocacy has over 85 partners who represent activists, donors, movement leaders, lawyers, researchers, and journalists who are promoting equity, justice, and dignity for all. They are engaged in ballot, electoral, and legislative campaigns as well as public education and charitable activities.

From funder advised funds to fiscal sponsorship, grants management to risk management and more, Tides Advocacy gives members of the nonprofit and philanthropic community freedom to focus on the change they want to see. For more information, please visit [tidesadvocacy.org](http://tidesadvocacy.org).

### *Position Summary:*

Reporting to the Accounting Manager, the Tides Advocacy Senior Accountant supports the Finance team with quality accounting operations including accounting, project financial service and compliance work. The Senior Accountant complies with internal controls in place for the accounting, legal compliance and financial management operations and systems.

The Senior Accountant is an exempt position and works collaboratively with the Tides Finance department at large. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

### *Essential Duties and Responsibilities:*

#### **Project Finance Support (85%)**

- Ensure that the daily financial and accounting functions are in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable regulatory requirements including those set forth by the Federal Accounting Standards Board, and legal rules and regulations for non-profit operations designated as IRS 501(C)(3) and 501(C)(4) organizations.
- Provide excellent customer service related to accounting, reporting, grant management, budgeting, and analysis including consistent accounting treatment of all transactions and timely, accurate reporting.

- Engages in direct contact with projects for purposes of financial training, consultation, problem-solving, and planning, particularly related to lobbying and political partisan activity.
- Provides expertise in budgeting and long-range financial planning.
- Approves cash disbursements for project caseload and monitor project cash flow to ensure compliance with TA cash management policies.
- Tracks, reviews, and provides guidance on projects' revenue and expenditures.
- Analyzes fund activity and ensure accuracy of allocations of funds to appropriate departments.
- Produces routine and customized financial reports.
- Provides financial data for inclusion in grant reports in partnership with Advising and Operations teams.
- Reviews grant budget proposals for projects/funds for accuracy and reasonableness.
- Develops financial tools and guides for client facing purposes.
- Approve contracts, grants and new hires as related to cash availability.
- Support cost sharing invoicing and reconciliations between 501c3 & 501c4 entities.
- Reviews grants and proposals, and billing processes to ensure adherence to and compliance with federal, state, and local regulations.
- Travel to project sites as needed.

### Internal Accounting (15%)

- Provide input on policy, process, and systems changes for internal and external stakeholders.
- Assist with monthly, quarterly and annual close processes and procedures including critical reconciliations.
- Provide documentation for preparation of audit and provide support for the preparation of IRS Form 990 and other tax filings.
- Other duties as assigned by the Accounting Manager.

### *Knowledge, Skills, and Abilities:*

- Demonstrated commitment to progressive social change and ability to engage in strategic and analytical thinking around issues of social justice.
- Working experience with NetSuite and Salesforce preferred.
- Exceptional knowledge of GAAP/FASB requirements.
- Proficient in MS Word, PowerPoint, and Excel, with expertise in vlookup, pivot tables and advance formulas.
- Proficient in enterprise-wide accounting systems such as NetSuite with the ability to resolve accounting and financial reporting issues within the system.
- Basic proficiency with CRM systems such as Salesforce.
- Proven track record of maintaining effective internal controls and developing efficient financial policies and procedures.
- Tolerance for and ability to manage risk.
- Experience with the implementation of accounting codes, general ledger account management, account reconciliation, account analysis, and preparation of financial statements.
- Ability to communicate complex accounting principles in simple terms.
- Strong analytical and problem solving skills as well as the ability to see the big picture while understanding the details involved and the ramifications of the decisions made.

- Strong verbal and written communication skills.
- Exercises excellent judgment in handling confidential information and other potentially-sensitive matters.
- Demonstrates ability to engage in a direct and truthful manner; ability to present accurate and appropriate information.
- Demonstrates ability to maintain high-level and consistent work ethic in working relationships and all work related duties.
- Strong motivation and an ability to simultaneously manage multiple tasks and assignments.
- Ability to demonstrate sensitivity to and appreciation for diverse viewpoints, different communication styles, and a wide range of diverse colleagues.
- Independently research and seek guidance to resolve ad-hoc requests and implement procedures.

### *Education and Experience:*

- Bachelor's degree from an accredited institution in Accounting or related field or equivalent.
- 2-3 years' experience providing financial and accounting.
- 501C4 experience a plus.

### *Application Instructions:*

Only candidates who meet the above-stated qualifications will be considered. Your resume must include a cover letter expressing your interest in working to support Tides and why you are qualified for this job. To upload your cover letter, add the file to the Attach Documents section at the end of the online application. No phone calls please!

### *Equal Employment Opportunity:*

Tides Advocacy is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

### *Applicants with Disabilities:*

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.