

Financial Reporting & General Accounting Team - Job Description

Position Title: *Financial Reporting & General Accounting Specialist*

Department: *Finance Committee, ResQ Global Foundation*

Reports To: *Finance Committee Director(s) & Associate Director(s)*

Role Summary

The Financial Reporting & General Accounting Specialist will be responsible for managing and maintaining accurate financial records for ResQ Global Foundation.

This role involves ensuring compliance with accounting standards, preparing financial statements, and supporting internal and external financial audits.

The specialist will also help streamline financial processes to ensure efficient and transparent reporting.

Key Responsibilities:

- Maintain accurate and up-to-date financial records, including general ledger entries and reconciliations.
- Prepare financial statements, balance sheets, income statements, and cash flow statements.
- Ensure compliance with accounting standards and regulatory requirements.
- Assist in internal and external audits, providing necessary documentation and information.
- Review and improve financial processes to increase accuracy and efficiency.
- Prepare and file financial reports required for nonprofit compliance, including IRS forms.

Requirements:

- Majors in Accounting, Finance, Business Administration, or a related Business field.
- Knowledge of accounting principles, GAAP, and nonprofit financial regulations.
- Strong proficiency in accounting software (e.g., QuickBooks) and Microsoft Excel.
- Attention to detail.
- Ability to meet deadlines.
- Prior experience in general accounting or financial reporting is preferred.