

**JOB DESCRIPTION**

**Job Title:** Accountant

**Reports to:** Chief Financial and Administrative Officer

**ABOUT BROAD STREET MINISTRY:**

Broad Street Ministry is an organization that helps Philadelphians living in deep poverty stabilize their lives through a unique offering of meals and social services that is welcoming to everyone. Our long term vision is not only to meaningfully reduce the trauma and suffering caused by scarcity for Philadelphia's most vulnerable populations, but, along with best-of-class social services and government partners, to break the cycle of poverty, homelessness and hunger in Philadelphia.

**POSITION SUMMARY:**

The Accountant will provide support in the Finance department by managing daily accounting tasks. The Accountant will be responsible for maintaining financial records and reports, performing account reconciliations, close processes and assisting with the annual audit. The ideal candidate will be familiar with US GAAP, comfortable working with numbers and possesses high attention to detail contributing to the overall efficient operation of the department and organization. BSM is especially interested in candidates who can contribute to the diversity within our organization and assist in building an equitable and inclusive community.

**DUTIES AND RESPONSIBILITIES:**

- Performance of key accounting functions including cash disbursements, cash receipts, accounts payable, accounts receivable, fixed assets, prepaids and accrual, and payroll and payroll tax functions.
- Prepare and maintain Net Assets with and without donor's restrictions schedule, including monthly releases.
- Assist with month-end and year-end processes
- Reconcile general ledger accounts to schedules.
- Identify causes of variances and proposals to eliminate or minimize the effect of these causes through systems and tools improvements.
- Process journal entries to ensure all business transactions are recorded.
- Assist with expense review.
- Produce department budget to actual reports on a monthly basis and review with Directors.

- Assist in the accurate and timely preparation of financial statements.
- Prepares grant reports/funder reports as needed.
- Work in partnership with the CFO on annual audit.
- Prepare 1099-NEC reporting for recipients and IRS.
- Participate in special projects.
- Support budget development process.
- Works with the CFO to improve internal control policies, procedures and practices, and technology to improve fiscal operations.
- Maintain finance files, storage, and organization.
- Perform additional duties as requested.

**QUALIFICATIONS AND SKILLS:**

- Bachelor's degree in Accounting or Finance.
- Minimum of two years General Ledger accounting experience. Nonprofit accounting experience preferred
- Working knowledge of ABILA MIP accounting software, related accounting software or willing to learn
- Excellent organizational skills, attention to details and accuracy.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient in Microsoft Office with exceptional knowledge of Excel and Excel based programs.
- Proficient skills in collaboration and communication effectively with employees across all levels of the organization.
- Competency in preparing audit schedules, analyses, and variance explanations.

**OTHER:**

The mission of Broad Street Ministry is to transform our city, our institutions, and ourselves by embracing the individual needs of our most vulnerable sisters and brothers, and by embracing radical hospitality. We believe that the only way to achieve that mission is to have a diverse staff that is representative, at all job levels, of the citizens we serve.

Broad Street Ministry does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, criminal record, or any other status protected under federal, state, or local law. Broad Street Ministry believes that diversity and inclusion among our staff is critical to our success as a community services organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.



**Broad  
Street  
Ministry**

This position is located at Broad Street Ministry, 315 S. Broad Street.

Salary Range: \$60,000 – \$65,000 Annually. The successful candidate will receive a competitive compensation package that includes: medical, dental, and vision, 401(k) retirement plan, paid holidays and PTO.

*To apply for this position, please send your resume and cover letter to: [employment@broadstreetministry.org](mailto:employment@broadstreetministry.org). Indicate “Accountant” in the subject line of your email.*