



**Position:** Senior Accountant  
**Location:** New Orleans  
**Reports to:** Finance Manager

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### **About SBP**

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### **Position Summary**

The Senior Accountant will report to the Finance Manager and will be primarily responsible for grant accounting and payroll processing. The responsibilities will include: establishing and tracking grant budgets, managing grant financial reporting, providing cash management oversight, processing bi-monthly payroll, and other ad-hoc analytics to drive efficiency and alignment between the development, operations, and finance teams.

### **Qualifications:**

- Bachelor's degree in Accounting or Business or equivalent
- 5 – 7 years' experience in accounting, financial reporting, payroll and/or grant reporting
- CPA Preferred
- Proficiency in QuickBooks, MS Office including Microsoft Word and Excel
- Strong analytical and problem solving skills
- Detail oriented and comfortable working in a fast-paced environment
- Effective verbal and written communication skills and the ability to present information clearly and professionally to varying levels of individuals
- Superior organization skills and dedication to completing projects in a timely manner
- Must be able to pass FBI, State, and Sex Offender background checks.

### **Responsibilities:**

- Ensure the integrity and accuracy of financial and grant reporting
- Establish and track grant budgets based on program goals and objectives
- Manage payroll processing
- Provide cash management oversight, including the preparation of reimbursement requests and draw-downs of funds
- Ensure that grant funds are expended in compliance with grantor agency regulations
- Assist in preparation of month end close and year end audit requirements

- Meet regularly with leadership team to review grant projections and potential areas of opportunity or concern
- Provide guidance and support to less-experienced accounting staff and other team members
- Lead cross-functional teams to optimize performance and solve for problems

***Performance Expectations:***

- Communicate with clarity and influence
- Set and manage appropriate expectations with internal and external partners
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Translate broad goals into achievable steps in an organized manner that unleashes action with others
- Own your route when meeting deadlines and maintain a flexible work schedule
- Demonstrate initiative and work as a team player
- Adhere to the highest ethical standards in management and governance
- Provide effective leadership for staff and take full accountability for achieving personal and organizational goals
- Be creative and thoughtful about how to manage financial behavior
- Demonstrate commitment to continued professional growth/ development and embrace constructive discontent

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*