

Organization:

Founded in 1969, The Hastings Center is the oldest independent, interdisciplinary research institute of its kind in the world. The Hastings Center addresses social and ethical issues in health care, science, and technology. Through our projects and publications, The Hastings Center shapes ideas that influence key opinion leaders, including health policymakers, regulators, health care professionals, lawyers, legislators, and judges. We are headquartered on a beautiful Hudson River campus in Garrison, New York, fifty miles north of New York City.

Non-Profit Senior Accountant

The Hastings Center seeks a Senior Accountant to oversee financial functions, while ensuring compliance with Generally Accepted Accounting Principles (GAAP) and donor requirements. This position will report to the Chief Operating and Financial Officer.

Responsibilities include:

- Oversee and manage general ledger and sub-ledgers including accounts receivable/payable, payroll, benefit administration, and grant spending. Will oversee Finance Assistant who handles much of the preparation and data-entry of cash receipts, accounts payable, time and effort reporting and journal entries.
- Prepare bi-monthly payroll for submission to Paychex and transmission of withholding to associated benefit vendors (TIAA, other benefit providers). Prepare applicable journal entries and reconciliations.
- Reconcile employee benefit choices with payroll withholding while ensuring compliance with federal and state withholding rules.
- Prepare and review monthly account reconciliations.
- Prepare and maintain both recurring and standard journal entries.
- Maintain the general ledger with regular reconciling and balancing of general ledger accounts.
- Monitor grant and subcontract expenditures and compare them to approved budgets. Prepare comparison to budget reports for Grant Principal Investigators and Project Leaders.
- Prepare expenditure reports and invoices to funders, ensuring compliance with required timing and documentation.

- Assist with grant and contract budget proposals.
- Assist with audit preparations and provide documentation as needed.
- Serve as liaison to benefit and office vendors and other duties, as assigned.

Qualifications and Skills:

Bachelor's degree in accounting or a related field and 3-5+ years of staff-to-senior-level accounting experience, with experience in nonprofit accounting preferred.

The ideal candidate should possess a strong understanding of accounting principles and practices and experience with government funders is a plus. Strong computer skills with demonstrated proficiency in accounting software (Sage a plus), Excel and Microsoft Office suite. Excellent analytical and critical thinking skills as well as effective communication and interpersonal skills.

Other information and to apply:

Salary commensurate with experience (Range \$68K - \$78K). The Hastings Center offers health insurance, 403b company match, as well as generous vacation, sick leave/personal time, and holidays. The Hastings Center is an equal-opportunity employer, committed to building a diverse staff and creating an inclusive environment for all employees.

We currently operate under hybrid work conditions, with most employees working in the office at least two days a week (typically Tuesday and Wednesday). This role is primarily on-site at least 4 days a week. Once trained, this position will have the flexibility for additional remote work. Hybrid conditions are subject to change.

Please send a resume and cover letter with salary requirements to:

jobs@thehastingscenter.org Deadline: April 18, 2025