

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Senior Staff Accountant  
**DIVISION/OFFICE:** Office of Finance  
**BULLETIN No:** 13072022  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** July 15 2022  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Responsible to oversee activities of Sub-Ledgers and timely recording of activities during the period for both month-end and yearly close. Review and monitor internal control compliance over financial reporting in accordance with the organization’s policies and procedures and generally accepted accounting principles.

**BRIEF DESCRIPTION:**

Prepare, record, and track monthly activities for month-end close. Prepare, record, and track monthly overhead costs allocations for month-end close; review and prepare complex journal entries for month end close. Perform account analysis of major accounts and programs for complete and accurate posting. Prepare monthly account reconciliations including cash and other complex balance sheet accounts. Record and manage fixed assets accounts; as well as monitoring and recording operating leases under the ASC 842. Support preparation of monthly financial statements; internal and external financial reports. Perform regular reconciliation of private donation revenue to Development and Fundraising team, as well as review donor intent classifications. Adhere to monthly, quarterly, and annual closing process to ensure timely financial reporting. Serve as lead accountant for annual Form 990 preparation and reporting, year-end financial statements and Single Audit, retirement plan (Form 5500), and other program audits.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in Finance, Accounting. A minimum of three (3) years of corporate accounting experience. Ability to prioritize, negotiate and work with a variety of internal and external stakeholders. Possess good stewardship in the interests of the organization. Able to manage shifting short-term and long-term priorities at the same time. Must be able to work in a fast-paced environment with demanding deadlines.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

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**DESIRED QUALIFICATIONS:**

Masters in accounting; CPA desirable

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**Special notice to all applicants:**

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

**This position IS NOT covered by the collective bargaining agreement.**

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

**To be considered for this position:**

**Submit your cover letter and resume to the Career Center Online. [Apply Here](#)**