



Senior Accountant – Full Time Position

Washington, D.C. Office

Position Summary

The United States Hispanic Chamber of Commerce (USHCC) is searching for a full-time Senior Accountant to support day-to-day accounting, financial analysis and administrative functions of its 501(c)(6) and 501(c)(3) entities, contributing to meet the needs of its organizational priorities: building capacity, securing contracts, and fostering connections for Hispanic business growth. This position will be point on financial reporting for federal grant programs and other related finance and accounting functions.

Responsibilities

- Prepare and review financial reports and monitor budget for federal grant programs and special projects.
- Assist with monthly financial close and review of financial reports to ensure accuracy.
- Conduct cash flow analysis on a monthly basis.
- Assist with preparation, review and presentation of monthly financial reports.
- Provide support in budget preparation and cash flow projections.
- Assist accounting team with external audits, 990 tax filing and year-end 1099 processing.
- Review staff timesheets and expense reimbursements to ensure accuracy and strict deadlines are met.
- Complete and review staff reimbursement expense reports and corporate credit card expense reports.
- Ensure high standards and requirements are met through quality control.
- Maintain proper accounting department backup documentation and files.
- Other administrative and office duties as assigned.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration or relevant discipline is required.
- Experience working with federal grants is required.
- Experience working with a nonprofit is preferred.
- 4-5 years of proven work experience in accounting or finance positions.
- High level of proficiency with Excel and overall new Microsoft 365 is a must.
- Experience with QuickBooks desktop is required.
- Experience in budgeting and financial analysis is a huge plus.
- CPA candidate preferred.
- Excellent judgment and creative problem-solving skills.
- Exceptional time management skills; ability to juggle and manage several deadlines and turn around quick deliverables are expected.
- Ability to work strategically and collaboratively across the organization.
- Self-starter, with a track record for translating strategic thinking into action plans and output.
- Energetic, flexible, collaborative, results oriented and proactive; a team player who can positively and productively impact both strategic and tactical finance, and administration initiatives.
- Exceptional written, oral, interpersonal and presentation skills.
- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.
- Passion for USHCC's mission.

Benefits

- Medical, dental, and vision insurance package.
- Paid federal holidays.
- Paid time off (PTO).
- Hybrid work environment.
- 401K.
- Cell phone allowance.

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

For consideration, please submit your cover letter, resume and writing sample to careers@ushcc.com.

About USHCC

The United States Hispanic Chamber of Commerce (USHCC) has been a national leader creating prosperity for the Hispanic business community since 1979. Through the power of our network of more than 260 Hispanic Chambers of Commerce and Hispanic-owned small business enterprises throughout all 50 states, the District of Columbia, and Puerto Rico, the USHCC is the leading organization to empower and invest in America's Hispanic business community.

The USHCC actively promotes the economic growth, development and interests of more than 5 million Hispanic-owned businesses that, combined, contribute over \$800 billion to the American economy every year.

It also partners with more than 160 major American corporations on strategic initiatives with shared objectives. The USHCC's mission is to foster Hispanic economic development and to create sustainable prosperity for the benefit of American society. For more information, please visit www.ushcc.com.

To apply for this role, please send a cover letter and resume to Careers@ushcc.com.