



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, America's largest Hispanic business advocacy group, promotes the growth and development of over five million Hispanic-owned businesses that contribute more than \$800 billion to the national economy every year. Founded in 1979, the USHCC represents over 260 local chambers and business associations and partners with hundreds of major corporations. Recognizing the more than \$3.6 trillion GDP contribution of U.S. Latinos, a vital economic force, the USHCC is dedicated to supporting the communities driving this impact nationwide.