



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

CAREERS @ ULEC

Program: Finance & Administration
Position/Title: Staff Accountant
Location: 508 Central Avenue Newark, NJ 07107
Hours: Mon to Fri 9:00 am - 5:00 pm (in-office)
Salary: \$60,000 to \$65,000 plus benefits
Reports To: Controller
Position Posted: Until filled

**Basic Functions/
Position Summary:** The Staff Accountant supports the financial operations of the Urban League of Essex County (ULEC) by maintaining accurate financial records, processing transactions, and assisting with grant and contract reporting. The ideal candidate has a strong attention to detail, knowledge in accounts payable and receivable transactions/ processes, and the ability to prepare grant reimbursement financial reports in compliance with funder and organizational requirements. The position offers an opportunity to grow within a mission-driven organization and gain experience in nonprofit financial management and grant accounting.

Responsibilities: **General Accounting**

- Assist with recording daily financial transactions, including accounts payable (AP) and accounts receivable (AR) when needed.
- Reconcile bank accounts, credit cards, and other balance sheet accounts monthly.
- Assist with journal entries and month-end close processes.
- Support preparation of monthly financial statements and internal management reports.

Grant & Contract Accounting

- Track grant-related revenues and expenses, ensuring compliance with funder restrictions.
- Prepare grant reimbursement requests and financial reports for submission to funding agencies.
- Collaborate with program staff to ensure proper coding of grant expenses and accurate cost allocations.
- Maintain detailed, audit-ready, grant and contract files.

Additional Responsibilities

- Participate in process improvement initiatives to strengthen accounting efficiency and accuracy.
- Support the Controller and leadership team with ad hoc analysis and projects

as needed.

- Demonstrate flexibility and a collaborative spirit in a team-oriented environment.
- Perform other duties as assigned to support departmental needs.

Qualifications:

Education & Experience

- Bachelor's degree in Accounting, Finance, or related field required.
- 1-3 years of accounting experience, preferably in a non-profit or grant-funded organization.
- Working knowledge of GAAP and fund accounting principles.

Skills &

Competencies:

- Experience with accounting software (MIP Fund Accounting Software experience a plus).
- Proficiency with Microsoft Word and Excel.
- Strong attention to detail, accuracy, and organizational skills.
- Able to perform transactional tasks (AP/AR) while also supporting higher-level accounting work.
- Ability to manage multiple priorities and meet deadlines.
- Excellent communication and interpersonal skills.
- Commitment to the mission and values of the Urban League of Essex County.

How To Apply:

E-mail resume/ CV and cover letter to careers@ulec.org. In the subject line write: **Staff Accountant.**

Americans with Disabilities Act (ADA):

The Urban League of Essex County (ULEC) will provide applicants and employees with reasonable accommodation for disabilities or religious beliefs. If you require reasonable accommodation to complete the application process, please contact our HR Department at (973) 624-9535 Ext 220.

Equal Opportunity Statement:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

The Urban League of Essex County is an Affirmative Action/ Equal Opportunity Employer.