



Senior Accountant

Job Description & Benefits

We are looking for an experienced Senior Accountant to support Exile International's mission of restoring and empowering children of war to become leaders for peace.

The Senior Accountant is responsible for all general ledger accounting functions using Quickbooks Online (QBO), reconciling accounts balances and bank statements, processing and reconciling all donations, processing and maintaining bi-weekly payroll, preparing monthly financial statements, and managing the annual audit. A successful senior accountant combines excellent organizational and analytical skills with a thorough knowledge of accounting principles for a non-profit organization.

Responsibilities:

- Ensure compliance with GAAP principles.
- Track, record, and classify all donations made through Exile's CRM, Virtuous.
- Track, record, and classify all donations made by EFT, ACH, check, or cash.
- Track, record, and classify all expenses made by check or credit card. Experience with Concur is a plus.
- Clear, classify, and post all bank transactions on QBO.
- Accurately classify all entries using Exile's chart of accounts and class system.
- Reconcile all bank accounts with the monthly bank statements.
- Reconcile all monthly credit card transactions with the monthly statements.
- Record and post all monthly standard journal entries in an accurate and timely manner.
- Prepare accurate and timely monthly and annual financial statements for the leadership team and the Board.
- Post transactions and coordinate with Exile's CPA to register and pay all sales taxes.
- Maintain and process bi-weekly payroll.
- Process and pay all payroll taxes and submit payroll tax reports and tax filings, including W4s and W2s, in a timely manner.
- Coordinate with Exile's CPA to process, distribute, and submit annual 1099s.
- Prepare and submit an accurate list of weekly donations for the entire leadership and administrative team.



- Assist in the preparation and distribution of the annual donor tax-exempt letters.
- Support the Senior Project Accountant in developing the annual budgets for Exile and overseas programs.
- Prepare and manage annual Audit.
- Support and review the annual 990 as prepared and submitted by Exile's CPA.
- Track, prepare, and submit various annual filings to maintain tax-exempt status.
- Support Exile's leadership and administrative team with finance questions and requirements.
- Coordinate with the Senior Projects Accountant in tracking, recording, and sending wires to overseas programs.

Requirements:

- BS degree or equivalent experience in Accounting or Finance
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Experience as a Senior Accountant with fund accounting experience preferred
- Experience working in a Christian non-profit setting
- Hands-on experience with accounting software packages like QBO, Virtuoso, Clover
- Experience in supporting the audit process
- Accuracy and attention to detail

Please send a resume, cover letter, and three professional references to taylor@exileinternational.org. Please provide salary history and minimum salary requirements. Compensation is competitive and based on experience.

Benefits:

This is an immediate full-time remote position, working 32 hours weekly, Monday through Friday. We offer competitive benefits, including paid time off, a monthly health care stipend (for full-time employees), and an opportunity to participate in a 401k retirement plan (for full-time employees).



About Us

Launched in response to devastating wars in DR Congo and Uganda, Exile International is a non-profit organization that provides Christ-centered, holistic rehabilitation to rescued child soldiers and children orphaned by war.

With the mission of empowering child survivors of war to become leaders for peace in their communities, local leaders teach art-focused trauma care, discipleship, peacebuilding, conflict resolution, and so much more. **7,800+ child survivors of war** have experienced tangible healing since Exile's founding — seeing a 78% decrease in PTSD symptoms, 300% higher graduation rates, and new life in Christ!

Today, the organization is poised to expand its work by growing its programs and passionately serving the next generation of African leaders!