



## POSITION DESCRIPTION

### Accounting Manager

#### About Pure Earth:

Pure Earth is a global leader in improving public health and development outcomes by reducing exposure to lead and other toxic pollutants. We work closely with governments to embed evidence-based, sustainable solutions into public systems at the national scale. By translating data into action and pairing technical expertise with local partnerships, Pure Earth designs and delivers practical interventions that reduce pollution and poisoning risks, strengthen public response systems, and support long-term health and economic progress.

#### Position Summary

We are seeking an experienced, detail-oriented and hands-on Accounting Manager to join our Finance team. This role is essential in ensuring accurate financial operations, managing day-to-day accounting functions, and supporting the organization's mission. The ideal candidate will bring strong nonprofit accounting experience, and a deep understanding of financial processes in compliance with GAAP. The Accounting Manager will have experience with budgeting, projected spend, budget vs actual and GL entry as well as financial reporting, as well as managerial and nonprofit experience.

**Reports to:** Director of Finance

**Supervises:** 2 Staff Accountants

**Location:** NYC (hybrid, Tuesday & Wednesday in office)

**Employment Type:** Full-Time, Exempt

#### Key Responsibilities:

##### Managerial / Administrative

- Supervise, train, and support two staff accountants in their daily operations, including: AP, Payroll, AR and bank reconciliation, as well as finance operational tasks.
- Ensure compliance with internal controls and accounting policies.
- Continuously identify opportunities to streamline and strengthen financial processes.

##### Reporting & Audit Support

- Oversee and review **monthly expense reports**, including **coding and allocation to proper departments, projects, grants, and funding sources**.
- Oversee employee expense reports and corporate credit card transactions.

- Coordinate with international offices on monthly expense submissions and reconciliations.
- Maintain and reconcile balance sheet accounts to ensure accuracy and integrity.
- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Support year-end closing processes and audit preparation, including Form 990 support.
- High level support Programs and Departments with budget tracking, projected spend, grant reporting, and donor fund management.

**AP / AR Support**

- Prepare and review journal entries and monthly general ledger account reconciliations.
- Review and approve monthly bank reconciliations.

**Other**

- Respond to questions from PE staff as necessary
- Other tasks and projects as assigned by the supervisor.

**Qualifications:**

- Bachelor's degree in Accounting required; CPA or Master's degree preferred.
- Minimum of 5 years of progressive accounting experience, including at least 3 years in a supervisory or managerial role.
- Prior experience in nonprofit accounting is strongly preferred.
- Knowledge of U.S. GAAP and fund accounting principles.
- Experience with international offices or multi-currency accounting is a plus.
- Proficiency in accounting software (e.g., QuickBooks, Sage Intacct, or NetSuite) and Excel.
- Strong analytical, organizational, and problem-solving skills.
- Excellent interpersonal and communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Candidates must be legally authorized to work in the United States. We are unable to offer visa sponsorship at this time.

**Work Environment:**

- **Hybrid work model:** Employees are expected to work in the office on Tuesdays and Wednesdays, with the option to work from home on other weekdays.
- Occasional meetings with overseas teams across time zones may be required.



**Pay Transparency:**

This role is classified as L4 and the salary for this position ranges from **\$80,000 to \$96,900**. **Additional compensation will be considered for highly qualified candidates.** This position is eligible for benefits including: medical, dental, and vision benefits, paid holidays, paid sick time, paid parental leave, 401(k) plan participation, life and disability insurance.

**Equal Opportunity Employment and Reasonable Accommodation:**

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, veteran status, disability, sexual orientation or any other protected status. We provide reasonable accommodations to applicants with disabilities. If you require an accommodation to complete the application or interview process, please let us know when you are contacted for a screening or interview.