



Solve pollution. Save lives. Protect the planet.

## Accounting Assistant

New York, NY

### About Pure Earth:

Pure Earth is a growing international nonprofit addressing one of the most urgent yet solvable global health crises: toxic pollution and its profound impacts on human health. We specialize in preventing exposure to lead and other toxins in low- and middle-income countries, embedding solutions into government systems that outlast any single project or grant.

With substantial multi-year funding through the Audacious Project, Bloomberg Philanthropies, Coefficient Giving, and other partners, secured through 2033, Pure Earth is leading one of the largest concentrated efforts ever undertaken to end childhood lead poisoning. We are scaling proven interventions across dozens of countries in Latin America, Africa, and Asia, working in partnership with governments, multilateral organizations, leading philanthropies, and frontline organizations to identify exposure sources, mitigate contamination, and improve policies and regulation.

Pure Earth holds top ratings from Charity Navigator and Candid, and our work has been featured on the TED mainstage and across major news and global health outlets. At Pure Earth, you'll join an agile, mission-driven team that translates science and innovation into measurable impact, with the resources, partnerships, and ambition to deliver change at scale.

### Position Overview:

The Assistant Accountant supports the Finance team with day-to-day accounting, bookkeeping, reconciliations, and financial documentation. Working under the direction of the Staff Accountant, this role helps maintain accurate records, meet recurring deadlines, and strengthen internal controls across Pure Earth's domestic and international operations.

The position works with employees across the organization and requires accuracy, sound judgment, professional communication, and a willingness to learn nonprofit and grant accounting.

### Reporting and Team Structure:

Reports to: Staff Accountant

Direct reports: None

Key internal partners: Finance team, Staff Accountant, Accountant, Accounting Manager, Employees across the organization, Cross-functional teams

**Scope of Work:**

Key responsibilities include but are not limited to:

- Review purchase orders for supporting documents completeness and required approvals; follow up with the submitter and manager discrepancies.
- Process accounts payable invoices, check requests, and payment documentation in accordance with established procedures and approval controls.
- Assist with employee credit card administration by distributing statements, reviewing submitted transactions, and following up on missing receipts or coding.
- Review credit card expenses submitted by employees.
- Responds to inquiries from Staff Accountant, and other organization staff regarding accounting and non-accounting issues.
- Support the reconciliation of overseas advances and related country-office activity, including follow-up on outstanding documentation and balances.
- Assist in payroll processing, such as onboarding new hires under the guidance of Staff Accountant
- Collaborate with the Accountant and Accounting Manager to ensure a clean and timely year-end audit.
- Maintain and reconcile petty cash accounts with strict internal control compliance.
- Collaborate with cross-functional teams to enhance financial processes.

**Required Qualifications and Experiences:****Education**

- Bachelor's degree in accounting or equivalent combination of education and professional experience.

**Experience**

- 0 - 2 years of accounting experience.
- Working knowledge of basic accounting principles, debits and credits, and account reconciliations.
- Proficiency with Microsoft Excel, including basic formulas, sorting, filtering, and data organization.
- Strong attention to detail, organizational skills, and ability to manage multiple recurring deadlines.
- Clear written and verbal communication skills and a collaborative, service-oriented approach

- Ability to handle financial information with discretion and follow established internal controls.

**Desired**

- Experience with Sage Intacct Accounting System.
- Non-profit experience.

**Salary:**

The position is Full- Time, Exempt, \$65,000-\$85,000. Salary is not expected to approach the upper end of the range. This is an hourly, non-exempt position with an anticipated pay rate of \$31 per hour.

**Work Environment:**

This is a hybrid role based at Pure Earth's New York office at 475 Riverside Drive. In-person attendance is required at least 2 days a week.

**How to Apply:****Online application**

To apply, please submit your application through Pure Earth's online career portal. Applications are reviewed on a rolling basis until the position is filled.

**Equal Employment Opportunity**

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, disability, sexual orientation or any other protected status.

This job description may be revised and updated as required to meet organizational objectives.

Work authorization for the USA required. Visas or work authorization will not be sponsored for this role.