

Department Finance
Job Title Finance Associate
Location Westport, CT

SeriousFun Children's Network, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to serve children with serious illnesses and their families, free of charge. Through our 30 initiatives around the world, SeriousFun reaches more than 165,000 children and families annually. Learn more at <https://www.seriousfunnetwork.org>

Position Overview

Under the direction of the Senior Manager Finance and Accounting, the Finance Associate plays a key role in the accounting and finance functions associated with maintaining the general ledger, accounts payable, and month end close processing. The Finance Associate will be proactive in improving processes and procedures, manage time efficiently and effectively, have professional communication skills and good judgement, and a desire and ability to take initiative, while successfully contributing to the group environment.

Essential Responsibilities

- Manage the Accounts Payable process;
- Download and record corporate credit card activity;
- Assist with accounting for international entities ;
- Assist with month-end close including reconciliations, allocations, adjusting entries, rollforwards, etc.;
- Assist with Month End Reporting and Quarterly Reporting;
- Perform variance analysis and other analyses;
- Assist with the upgrade to next version(s) of financial software;
- Assist Senior Manager of F&A with budget process;
- Identify, document inefficiencies, control weaknesses, and other areas for improvement and develop, document, and implement improved systems and processes;
- Perform all other duties, projects and activities as assigned by Supervisor.

Minimum Qualifications and Education Requirements

- Education: Bachelor's Degree (e.g. BA, BS) or equivalent
- Major in Accounting
- Years of Relevant Work Experience: 1-3 years
- Meticulous and detail-oriented
- Ability to collaborate within the team and across departments for best outcomes

Preferred Skills

- Possess commitment to excellence and to the mission of SeriousFun Children's Network
- Experience with accounting software systems
- Experience with Microsoft Office Suite

Compensation is commensurate with experience and relevant labor market comparisons.

To apply, please follow the link to complete an application, upload your cover letter, resume and salary requirements for consideration:

<https://form.jotform.com/90345871330151>