



**Ownership  
Works**

## Staff Accountant

New York, NY

### To Apply

Please visit the [Application Portal here](#). Candidates are encouraged to apply as soon as possible. Due to volume, only those candidates considered for an interview will be contacted.

### About Ownership Works

Founded in 2021, Ownership Works (O.W.) is a fast-growing nonprofit organization with a mission to increase prosperity through shared ownership at work. O.W. helps companies and investors implement shared ownership programs that make every employee an owner and honor the collective effort behind a company's success. At scale, employee ownership can help millions of lower-income workers and people of color build savings and wealth, often for the first time, at businesses that are more dynamic, resilient, and successful.

O.W. has set an ambitious goal of creating at least \$20B of wealth for workers by 2030 and, over the long term, making broad-based employee ownership the new norm at work. To achieve these goals, O.W. has two areas of focus:

**Movement building.** Through partnerships, network-building, education, data, and storytelling, O.W. is building a movement to increase the adoption of shared ownership by private and public companies. Over 80 private equity firms, financial institutions, foundations, labor advocates and pension funds have joined the O.W. consortium as Founding Partners and made unprecedented commitments to advance the shared ownership movement.

**Hands-on Guidance.** In collaboration with its Founding Partners, O.W. helps public and private companies implement broad-based employee ownership programs that improve corporate cultures, increase employee engagement and satisfaction, and create an alignment of interests between employees and employers, all of which can support better outcomes for companies and workers. Since O.W.'s founding, over 75 companies have implemented shared ownership programs, reaching over 100,000 workers.

For more about O.W.'s impact, visit <https://ownershipworks.org/our-impact/>.

## About the Position

Ownership Works is seeking a self-motivated and ambitious mission-driven professional interested in a challenging role that will help them develop their career in accounting and finance, and as a rising leader in the economic justice space.

The ideal candidate will have a strong background in accounting principles, excellent attention to detail, and the ability to work independently. As a staff accountant, you will play a key role in maintaining accurate financial records, analyzing financial information, and supporting the finance team in various accounting activities.

## Key Responsibilities

- Prepare and analyze financial statements, balance sheets, P&L statements, reports, and budgets.
- Perform day-to-day accounting tasks, including managing accounts payable and accounts receivable.
- Reconcile bank statements, verify deposits, and monitor financial transactions to ensure accuracy.
- Verify and process invoice payments, set up new vendor accounts, and monitor expenses and reimbursements to ensure timely and accurate payment.
- Assist in month-end and year-end closing processes.
- Collaborate with internal teams to resolve financial discrepancies and issues.
- Contribute to process improvement initiatives to enhance efficiency and accuracy in financial operations.
- Create finance SOPs and control documents and collaborate on the annual redrafting of fiscal policies and procedures manual.
- Assist the Director of Finance with annual audits, cash flow projections, budgeting, and special projects or tasks as needed.
- Coordinate with external tax accountants in the preparation of data for completion of the Form 990 and state registration forms.
- Maintain knowledge of acceptable accounting practices and procedures.
- Stay updated on accounting regulations and best practices to ensure compliance with relevant laws and standards.

## Preferred Skills & Qualities

- 1-2 years of experience at a public accounting firm and/or CPA is desirable.
- Strong knowledge of accounting principles and financial reporting.
- Proficiency in accounting software such as QuickBooks and MS Office, particularly Excel. Knowledge of Salesforce is a plus.
- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Detail-oriented and capable of working with a high degree of accuracy.
- Strong communication skills, both written and verbal.

- Ability to work collaboratively in a team environment.
- Passion for social justice and the mission of Ownership Works; interest in becoming a subject matter expert in employee ownership.

### **Minimum Qualifications**

- Bachelor's degree in accounting, finance, or a related field.
- 2+ years of experience in accounting or finance roles.

### **Equal Opportunity Employer**

Ownership Works is an Equal Opportunity Employer. Women, people of color, people with disabilities, LGBTQIA persons, and veterans are encouraged to apply.

### **Base Salary Compensation Range**

The compensation available for the role considers a variety of factors including, but not limited to, work location, individual skill set, previous/applicable experience, and other business needs. The estimated salary for individuals who work in New York City is \$85,000 annually.

### **Benefits**

Competitive compensation package commensurate with professional services sector experience. Benefits include excellent health, vision, and dental care benefits for you and your family. Unlimited paid time off. 401(k) retirement plan with generous employer contributions. 18 weeks fully paid parental leave.

### **Location**

O.W. is building a New York City-based team. The team works from our brand-new midtown Manhattan office space (with unlimited drinks and snacks) two days per week.