



CORE (Children of Restaurant Employees)

ABOUT CORE:

CORE (Children of Restaurant Employees) is a national nonprofit organization that provides financial relief to food and beverage service employees with children when they face a medical crisis, injury, death, or natural disaster. We step in during life's toughest moments to help families regain stability.

JOB DESCRIPTION:

CORE is seeking a mission driven Accountant to support our financial operations and ensure the accuracy and integrity of our financial data. This role is well suited for an experienced professional seeking part-time work, who wants to apply their expertise in a purpose-driven environment while earning a modest salary. As part of a small, collaborative team, you will manage a broad range of accounting responsibilities that directly support CORE's ability to serve families in crisis. This position reports to CORE's Treasurer while collaborating closely with the Director of Programs and Senior Director of Corporate Fundraising.

KEY RESPONSIBILITIES:

Financial Operations

- Works in coordination with CORE Treasurer to review, approve, and maintain accurate general ledger entries and perform monthly reconciliations
- Manage partner/event invoicing and distribution
- Processes accounts payable and accounts receivable with final approval provided by CORE Treasurer
- Prepare journal entries for CORE Treasurer review when applicable
- Manage employee expense reimbursements
- Support payroll processing and related accounting entries

Grant & Program Accounting

- Collaborate with CORE Treasurer to ensure appropriate documentation and dual authorization for grant and vendor payments
- Maintain organized grant files and support compliance with internal policies
- Assist with reporting on grant activity for leadership and stakeholders

Financial Reporting

- Draft monthly financial reports for Core Treasurer review and approval
- Support annual budgeting and forecasting
- Assist with annual audit preparation and serve as a liaison with auditors



Compliance & Controls

- Ensure adherence to GAAP and nonprofit accounting standards
- Maintain internal controls and financial procedures by ensuring separation of duties in partnership with CORE Treasurer.
- Support compliance with federal and state nonprofit regulations

Systems & Tools

- Use accounting software - QuickBooks
- Maintain organized digital financial records
- Support improvements to financial processes and systems

Qualifications

- Bachelor's degree in accounting, Finance, or related field
- 2–3 years of non-profit accounting experience **or** significant experience from a seasoned for profit accountant seeking mission-focused work
- Understanding of GAAP; nonprofit accounting experience preferred
- Experience working through financial audit
- Strong Excel and data management skills
- Excellent attention to detail and organizational skills
- Ability to work independently and collaboratively in a small-team environment
- Commitment to CORE's mission of supporting restaurant families

Work Environment

- Small, collaborative, mission-driven team
- Hybrid (2 days in office)
- Occasional support for fundraising events or program activities
- Travel – Less than 10%

Compensation & Benefits

- Salary range: Commensurate with experience
- 401k with match)
- Career satisfaction in giving back

To apply, submit resume with cover letter to info@coregives.org

CORE is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.