CONCERNED WOMEN for AMERICA

Staff Accountant

POSITION DESCRIPTION

Concerned Women for America (CWA) is seeking a highly organized, detail-oriented, and dependable Staff Accountant to join our Finance team. The Staff Accountant will be responsible for performing essential accounting functions, maintaining accurate financial records, supporting financial reporting, and ensuring compliance with applicable accounting standards and nonprofit regulations. This position will report to the Chief Financial Officer and play an important role in maintaining the organization's financial integrity, accountability, and stewardship of its resources.

The ideal candidate will possess strong technical accounting skills, excellent analytical abilities, a high level of accuracy, and a commitment to CWA's values and mission. The successful candidate must be comfortable working in a collaborative environment, managing multiple responsibilities, and be eager to learn and grow.

The salary for this position is approximately $70,000. This is a full-time position in our Alexandria, Virginia, office. Applicants must be willing to work on-site in CWA's office.

Key Responsibilities

General Accounting and Financial Operations

- Perform daily accounting functions, including accounts payable, bank deposits, and general ledger maintenance.
- Prepare and post journal entries to the general ledger, ensuring proper account coding, documentation, and accuracy.
- Assist with monthly financial closing procedures.
- Process vendor invoices, employee expense reimbursements, and payments in accordance with organizational policies.
- Collect employee purchase receipts and process monthly credit card statements.

Nonprofit Accounting and Compliance

- Maintain accurate accounting records for both 501(c)(3) and 501(c)(4) organizations, ensuring proper separation of financial activities.
- Assist with tracking and allocating shared expenses between affiliated entities using approved allocation methodologies.
- Monitor and properly account for donor-restricted contributions, grants, and designated funds.
- Ensure accurate classification of contributions, expenditures, and other financial transactions.
- Assist with financial reporting in accordance with Generally Accepted Accounting Principles (GAAP), including applicable nonprofit accounting standards.
- Support compliance with organizational policies, internal controls, and applicable federal and state regulations.
- Assist with maintaining documentation necessary for annual IRS Form 990 filings and other regulatory reporting requirements.

Financial Reporting and Analysis

- Assist the CFO with preparing monthly financial statements and management reports.
- Prepare bank account reconciliations, financial schedules, and supporting analyses.
- Assist with budget preparation, expense tracking, and budget-to-actual comparisons.
- Prepare monthly financial summaries for state chapters.
- Research and resolve accounting discrepancies.
- Provide timely and accurate financial information to support management decisions.
- Assist in monitoring organizational expenses and identifying potential cost-saving opportunities.

Audit and Internal Controls

- Assist with preparing schedules and responding to auditor requests for information for the annual independent financial audit.
- Maintain compliance with established internal accounting controls and financial procedures.
- Help ensure appropriate documentation, authorization, and approval of financial transactions.
- Maintain confidentiality of sensitive financial, donor, and employee information.

Payroll, Benefits, and Other Administrative Support

- Assist with processing payroll and payroll-related accounting entries.
- Assist with employee payroll and benefit-related questions.
- Create payroll and benefit packets for new employees.
- Maintain files in the file room.
- Communicate with the donor relations team regarding donations received.
- Respond to phone calls and email inquiries pertaining to donations and other financial transactions.
- Create donation invoices for the donor relations team.
- Perform additional accounting and finance-related responsibilities and projects as assigned.

Required Qualifications

- Bachelor's degree in Accounting
- Minimum of 2 years of accounting work experience.
- Strong understanding of generally accepted accounting principles (GAAP) and general ledger accounting.
- Proficiency with accounting software and Microsoft Excel.
- Strong attention to detail, high level of accuracy, and strong organizational skills.
- Excellent analytical, problem-solving, and time-management abilities.
- Ability to prioritize assignments, meet deadlines, and work independently.
- Strong written and verbal communication skills.
- Demonstrated integrity, discretion, and commitment to maintaining confidentiality.
- Ability to work effectively in a small-team environment and willingly assist with a variety of accounting responsibilities.

Personal Attributes and Organizational Fit

The successful candidate will demonstrate:

- **Integrity and Accountability:** A commitment to honesty, ethical conduct, and responsible stewardship of organizational resources.
- **Mission Alignment:** Respect for and commitment to supporting CWA's Christian mission, conservative principles, and organizational objectives.
- **Attention to Detail:** A high degree of accuracy and thoroughness in financial recordkeeping and reporting.
- **Dependability:** Consistent follow-through, strong work habits, and the ability to meet deadlines.
- **Initiative:** A willingness to identify problems, recommend solutions, and take ownership of responsibilities.
- **Teamwork:** A collaborative, respectful, and service-oriented attitude.
- **Adaptability:** Flexibility to manage changing priorities and contribute wherever needed in a small nonprofit environment.
- **Professional Excellence:** A desire to continually improve accounting knowledge, technical skills, and work processes.

Compensation and Benefits

Concerned Women for America offers a professional, mission-driven work environment and the opportunity to contribute to an organization dedicated to advancing Biblical values and constitutional principles. Compensation will be commensurate with qualifications and experience. Benefits and additional employment details will be discussed during the hiring process.

Application Process

Please email a copy of your resume to Denise Cappuccio, CFO, at dcappuccio@cwfa.org. Also include a cover letter stating why you are interested in the position, the reasons why you desire to work for CWA, and an explanation of how your education, experience, and skills would be a good fit for this role.

About Concerned Women for America

Concerned Women for America (CWA) is the nation’s largest public policy women’s organization, leading a movement dedicated to impacting the culture for Christ through education and public policy. We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We work tirelessly to promote seven core issues: the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel.

We believe the women of America have great influence in this world, having a uniquely powerful voice in the affairs of this nation and the world. We love being the voice of conservative women in Washington and beyond. We believe powerful change can start with each woman … and we love being her heels on the ground in Washington, D.C., and beyond. We provide our employees with meaningful opportunities to learn and grow. We encourage people of diverse backgrounds to apply.

Revised 11/2/2026

A message from our CEO and President, Penny Nance

Thank you for your interest in joining CWA on our journey to impact our culture for Christ through public policy as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is held sacred, and our nation's history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and we are so pleased you are considering Concerned Women for America as your potential employer. This leadership position is critical to our mission and vision. I welcome your interest in joining our diverse, talented, professional, and motivated team.