

Affiliates Risk Management Services, Inc. (ARMS), a New York-based not-for-profit organization dedicated to advancing patient safety and minimizing risk in reproductive health care, is seeking a detail-oriented and collaborative Staff Accountant to join our finance team. This is a full-time, hybrid position based in New York City, offering the opportunity to contribute to a values-driven organization with national impact.

ARMS provides comprehensive risk and quality management services to reproductive health centers across the U.S., including:

- Insurance program administration
- Risk mitigation strategies
- Online education and training
- Quality improvement initiatives

We empower our clients to improve health outcomes and reduce liability through expert guidance and tailored support.

YOUR ROLE

Reporting to the Associate Director of Finance and Benefits, the Staff Accountant plays a key role in supporting ARMS' financial operations. You will manage day-to-day accounting tasks, contribute to financial reporting, and collaborate across departments to ensure accuracy and compliance.

DUTIES AND RESPONSIBILITIES

- Manage accounts payable and receivable using NetSuite: process vendor bills, customer invoices, check deposits, payments, and refunds
- Reconcile credit card statements with employee expense reports
- Submit executive expense reports for review and approval
- Communicate with vendors and internal teams to resolve payment issues and clarify accounting policies
- Maintain petty cash and fixed asset schedules
- Prepare quarterly grant reports, journal entries, and monthly financial schedules
- Support payroll, 401K, and electronic withdrawal entries
- Collaborate with the Insurance department on National Insurance Program (NIP) billing

- Assist with annual audit preparation, including schedules and data requests
- Contribute to financial statements and presentations for quarterly Board meetings
- Support annual budgeting and investment reconciliations
- Prepare and issue 1099 forms to eligible vendors
- Take on special projects as assigned
- Other duties and special projects as assigned.

QUALIFICATIONS:

- Education: Bachelor's degree in Accounting
- Experience: Entry-level to 2 years in an accounting support role
- Skills:
 - Strong organizational and multitasking abilities
 - Proficiency in Microsoft Office; NetSuite experience a plus
 - Excellent communication and customer service skills
 - Adaptability, teamwork, and attention to detail
 - Commitment to diversity, equity, and inclusion

OTHER REQUIREMENTS:

This position is based in New York City. Currently, this job is hybrid with two days working in the office and three days working from home.

BENEFITS:

ARMS offers a generous and inclusive benefits package:

- Medical, dental, and vision insurance
- Short-term and long-term disability
- Life insurance
- 401K with employer contribution and match
- Paid parental leave
- Generous PTO: vacation, sick leave, holidays, and personal days

SALARY RANGE: \$70K - \$80K

APPLICATION:

Please forward your resume to michelle_kolev@ajg.com.

Affiliates Risk Management Services, Inc., is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Affiliates Risk Management Services, Inc. does not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, sex, pregnancy, reproductive health decision-making, childbirth and related medical conditions, gender, gender identity/expression, transgender status, familial status, caregiver status, national origin, ancestry, age, physical or mental disability, genetic information or carrier status, status as a victim of domestic violence, sexual assault or stalking, sexual orientation, marital or partnership status, protected military status, veteran status, citizenship status, unemployment status, or any other basis protected by applicable law.

Affiliates Risk Management Services, Inc. is committed to creating a dynamic work environment that values respect and integrity, customer focus, and innovation.