



## Accounting Associate Job Description

Salary: Competitive nonprofit salary  
Education: Bachelor's degree  
Location: 117 South Saint Asaph St. Alexandria, VA 22314  
Posted by: Joint Council on International Children's Services  
Job Category: Accounting & Finance  
Position: Accounting Associate  
Type: Part-time (approx. 10 hours/week)  
Start date: June 29, 2009

### Description:

This is a position that requires strong accounting and analytical skills, as well as exceptional interpersonal skills to communicate effectively with management, member organizations and volunteers. The Accounting Associate will report directly to the President & CEO and Treasurer of the Board of Directors. The position is responsible for budgeting, invoicing, revenue accounting, upkeep and maintenance of financial files and preparing monthly financial reports and closing process.

### Qualifications:

- The Candidate must have a Bachelor's degree (preferably in Accounting) with a minimum of 2 years accounting experience using QuickBooks Pro/Premier skills. Experience with non-profit financial accounting preferred.
- Excellent written and oral communication skills, with the ability to engage and work closely with a wide range of staff members, member organizations and volunteers.
- Strong organizational skills, with outstanding attention to detail.
- Additional skills include proficiency in using the Microsoft Office suite of computer programs (Word, Excel, PowerPoint, Outlook, etc.) and electronic mail and the Internet. Finally, a strong ethical character capable of handling confidential and financial information is important.

### Position Requirements:

- Ability to identify, research, and analyze possible errors in budget and/or financial records recommending resolutions or process improvements.
- Ability to organize, prepare and consolidate spreadsheets necessary to generate budget, financial, and ad hoc reporting.
- Excellent verbal and written communication skills, as well as interpersonal skills, demonstrated by the ability to establish and maintain working relationships with people.
- Good organization and detail management skills, demonstrated by the ability to multi-task and work on numerous projects simultaneously.



Duties and Responsibilities:

- Data entry of all financial transactions
- All aspects of Revenue Accounting in the General Ledger, including Receipts, Invoicing , A/R, Revenue Recognition and Reconciliation of Revenue and related expense accounts.
- Preparation of budget packages and budget analysis spreadsheets and databases.
- Preparation of monthly board operating report package.
- Preparation and distribution of monthly internal budget reporting packages.
- Financial tracking, monitoring and Revenue Recognition of all contracts and grant agreements, including all major funding partner agreements.
- Maintaining a strong internal control environment over Cash Receipts, A/R and Revenue
- Assisting in the preparation of information and reconciliations for monthly closing and annual audit.
- Upkeep and maintenance of all vendor and financial files
- Participating in other general accounting and administrative duties as needed.

How to Apply:

E-mail resume and cover letter to: Rebecca Harris at [rebeccah@jcics.org](mailto:rebeccah@jcics.org)

Note: Please include the following in your cover letter: an explanation of your interest in joining Joint Council on International Children's Services; where/how you found out about this career opportunity; and your salary requirement.