



Accountant, Analyst

Summary

Partners of the Americas is seeking an Accountant-Analyst to support its Finance team. This is a part-time position in our Washington, DC office. Reporting to the **CFO**, the **Accountant Analyst** will be responsible for providing analytical support while maintaining and monitoring financial controls, and working directly with the CFO on improving the financial reporting of the organization. Basic functions include analyzing financial statements; collecting, monitoring, and studying data; improving analytical tools and financial reporting.

The Accountant Analyst will work closely with the programs, administrative managers, and other staff to ensure smooth functioning of the overall financial system, providing support to new business initiatives and special projects. This position is an integral part of the Finance team, and will perform basic accounting and audit functions for accurate and timely reporting requirements, both external and internal.

Qualifications:

- Associate/Bachelor's degree in Finance, Accounting or related field
- Minimum 2 years work experience in nonprofit accounting and/or relevant field
- Intermediate/Advance Excel skills in addition to other Microsoft Office Suite products
- Intermediate knowledge of Sage (Abila- MIP) Accounting Software is very desirable
- Desirable but not required: Intermediate knowledge of Government Grants and Contract Accounting, and A-133 Audit Experience
- Candidate must have demonstrated experience adapting to a fast-paced, ever changing work environment and have the ability to meet deadlines with accuracy
- Excellent interpersonal skills
- Strong communication skills, both verbal and written
- Proficiency in Spanish

Responsibilities:

Forecasting and reporting

- Analyze financial data and create financial models for decision support
- Conduct market research, data mining, business intelligence
- Determine cost of operations by establishing standard costs; collecting operational data
- Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management
- Reconcile transactions by comparing and correcting data
- Maintain database by entering, verifying, and backing up data
- Increase productivity by developing automated accounting applications; coordinating information requirements
- Protect operations by keeping financial information confidential
- Work closely with accountants to ensure accurate financial reporting
- Create templates and perform ad-hoc reporting
- Review sub-contract budgets and track them throughout LOP, coordinate close out actions

Accounting operations and support

Performs support tasks and activities in the accounts payable / accounts receivable function. Backstops accounting team on all aspects of Accounts Payable, Accounts Receivable, and periodic closings as follows:

- Process payments and cash disbursements as a backup to accounting team
- Prepare journal entries for cost allocations and distributions
- Review and process field expense reports and sub-agreement expense reports
- Enter GL entries and imports into accounting software
- Manage petty cash fund and replenishment
- Review and handle vendor forms (W-9, sf-1099)
- Assist with preparation of Grants reports
- Assist with annual sf-990 process
- Enter new departmental budgets
- Be responsible for filing and organization of financial files
- Ongoing Tasks- As Needed or By Request

In addition, candidates should have demonstrated ability to work independently and be a team player; possess good time management; be able to set priorities; be enthusiastic, energetic, and flexible to undertake multiple tasks.

To Apply

Interested candidates must submit a resume and cover letter to the Executive Administrative Officer, Renata Torres, at RTorres@Partners.net. Only finalists will be contacted. Partners is an Equal Opportunity Employer.

Partners of the Americas' mission is to connect people and organizations across borders to serve and to change lives through lasting partnerships. Inspired by President Kennedy and founded in 1964 under the Alliance for Progress, Partners is a nonprofit, non-partisan organization with international offices in Washington, DC.