



Job Announcement:

Finance Associate/Accountant

Promundo-US Washington, DC

March 2019

Overview

Promundo-US, an international non-governmental organization working to promote gender equality and violence prevention, seeks a full-time Finance Associate to work in its Washington, DC office. This is a new position.

About Promundo

Founded in Brazil in 1997, Promundo works internationally to engage men and boys in advancing gender equality and preventing violence. Promundo's independently registered NGOs in the US, Brazil, Portugal and Rwanda collaborate to conduct high-quality formative, population-based research; develop and conduct impact evaluations, scale-up gender transformative interventions; and carry out national and international advocacy to achieve gender equality and prevent violence. Promundo also is the co-founder of the MenEngage Alliance, a global network of NGOs and UN agencies working to engage men and boys in gender equality. Promundo-US, a separate legal entity, with its office in Washington, DC, coordinates technical assistance outside of Brazil, carries out advocacy globally, supports Promundo's activities and fundraising across offices, and co-coordinates the global MenCare Campaign. For more information, see www.promundoglobal.org.

About the Position

The Finance Associate/Accountant will report to the Promundo-US Finance and Operations Manager based in Washington, DC, and will work with a dynamic team of 20 other staff plus consultants. Candidates should have a bachelor's degree in accounting and experience working in an office environment.

Job Duties

- a) Basic Finance Responsibilities:

- a. Accounts Payable – Entering bills into accounting software.
- b. Accounts Receivable – Tracking outstanding invoices.
- c. Corporate Credit Card Management – Distributing monthly statements to employees, verifying receipts and entering expense allocations into accounting software.
- d. Month End Closing Procedures – Bank reconciliations.
- b) Maintain and organize correspondence with vendors, contractors, partners and donors.
- c) Project Quarterly Reports Assistance – Summarize and organize all supporting documentation.
- d) Preparing contract invoices including supporting documentation.
- e) Tracking and processing of contracts for consultants and sub-grants.
- f) Management of time sheets and monthly time summary.
- g) Prepare and track budgets for new project proposals.
- h) Assist in year-end organizational audit and project audits.
- i) Other duties assigned by the Supervisor.

Required Qualifications

- a) Undergraduate degree in accounting or equivalent
- b) 2-3 years experience in non-profit accounting
- c) Experience with Accounting Software
- d) Excellent English writing and speaking skills
- e) Detail-oriented
- f) Computer skills
- g) Hard worker and multi-tasker
- h) Quick learner
- i) Problem-solver
- j) Flexibility
- k) Honesty and reliability
- l) Sense of humor

Desired Qualifications

- a) Experience or interest in financial management
- b) Interest in long-term growth in one organization
- c) International exposure
- d) IT troubleshooting skills
- e) Second language skills – either Spanish, French or Portuguese
- f) Knowledge of Project Tracking Software

About the Position

Based in Washington, DC, the Finance Associate/Accountant will report to the Finance & Operations Manager. The position includes full health and dental insurance, four weeks of paid leave, and retirement benefits (403(b) retirement account with employer

contribution). Salary is \$50,000-60,000 per annum depending on salary history and experience.

Proposed starting date: April 15, 2019

To apply: Please send cover letter, CV and two professional references **by March 15, 2019** to: jobs@promundoglobal.org . Submission of all application materials in one PDF file is preferred.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Candidates are subject to background checks.

Please note that only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.