



Staff Accountant Job Description

Company Description:

ASI is an international nonprofit that connects smallholder producers and private businesses to co-create new ways of realizing life-changing economic and social opportunity. Our process builds on years of technical expertise, on-the-ground presence and public/private partnerships to unite economic growth with social innovation. Together, we are ushering in an era of equitable market systems that combine profitability with the power to address urgent challenges in poverty, malnutrition and gender inequity. ASI is headquartered in Washington, D.C, with national field staff in the countries we serve.

Position Summary:

The Staff Accountant position will assume primary responsibility for a broad range of HQ related accounting procedures from payment requests to bank reconciliation. This position will support the Finance and Accounting Director on corporate processes and reporting as well as the Regional Accounting Manager to ensure accurate booking of field expenses. The Staff Accountant will be an integral part of a small and nimble finance team. The candidate must be able to work collaboratively in a relatively flat organizational structure that requires each team member to be proactive, complete deliverables in a timely manner and work independently on his/her responsibilities.

Values:

As a member of the ASI Team it is expected you will embrace and exhibit the following values:

Discernment

- Make choices using sound thinking, intelligence and experience.
- Be honest and ethical in everything you do and say.
- Set high standards and learn from your mistakes to continually improve.
- Trust your teammates' capabilities and intentions.

Balance

- Strive to achieve equilibrium in all you do.
- Exercise perspective and prioritize what is important.
- Align the interests, expectations and needs of those we work with.
- Balance seriousness with humor and levity, and our work with our personal lives.

Connection

- Build strong connections with our partners and communities to achieve results.
- Work as a team with everyone at the table. And we reach out for input & advice.
- Measure success, not by the boxes you tick, but by the real difference you make in people's lives.

Agility

- Ask, evaluate, innovate and apply to deliver the best result for all.
- Be agile, efficient and adaptable in your relationships, processes and work.
- Take what we've learned and adapt to each new situation.

Essential Duties and Responsibilities:

HQ Accounting (50%)

- Collect and review timesheets to ensure timely processing.
- Input payroll into QuickBooks based on reports from our third party payroll processing firm
- Manage HQ-based advance accounts for staff and consultants
- Review and process travel and general expense reports.
- Prepare payments requests for HQ-paid expenses
- Confirm all support documentation for all transactions are uploaded and available on SharePoint
- Prepare bank transfers and enter transactions into QuickBooks.
- Prepare and enter journals that are complete and in compliance with ASI accounting standards.
- Complete bank reconciliation for HQ-based accounts.
- Respond to staff inquiries related to project-specific transactions and financial reports.
- Review and assist in updating project budgets, as requested

Corporate Accounting (45%)

- Perform administrative duties including copying, filing, emailing, organizing, and other related activities for Accounting and Finance.
- Create, track, and reconcile all invoices to clients and maintain proper A/P and A/R logs.
- Complete and distribute Project Status Reports (monthly HQ financial project report) to all Team Leaders and Project Managers
- Perform monthly close, to include allocations and revenue recognition
- As needed, assist with corporate and project reporting and/or audits

Systems and Procedures (5%)

- Assist in rollout of new procedures and systems

Other Duties as Assigned by the Finance and Accounting Director

Qualification/Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. While the requirements listed below are representative of the knowledge, skills, and/or ability required; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required in accounting, finance, or other related field.
- Minimum of three to five years' experience working in a general accounting environment.
- Ability to work with minimal guidance, prioritize and multitask, and complete multiple tasks under tight deadlines.
- Ability to successfully interact and work with all levels of the organization and client in a fast-paced environment.
- Ability to ensure accuracy in preparing invoices and cost distribution.
- Knowledge of and experience with GAAP and nonprofit accounting.
- Fluency in English required. French and/or Spanish language skills are a plus.
- Ability and willingness to travel internationally is required.
- **Demonstrated proficiency with QuickBooks is required**