

FOREST TRENDS

Job Posting

Title: Junior Accountant
Reports to: Controller
Location: Forest Trends Washington D.C. Office

Summary:

Forest Trends is an international non-profit organization based in Washington, D.C. that works to expand the value of forests to society. We are seeking a talented and energetic staff accountant to join our Finance Team and take on a range of responsibilities with a focus on managing Accounts Payable processes and supporting the Finance Team. The Junior Accountant will also support the financial reporting and grant reporting, annual audit and tax compliance functions, while working with FT staff across all its initiatives.

Roles and Responsibilities:

- Assist and process Accounts Payable functions
- Review and process staff Timesheets and expense reports
- Assist with month-end close
- Support financial reporting processes
- Reconcile bank accounts, and other balance sheet accounts
- Prepare general journal entries as needed
- Provide support for grant project audits and annual organizational audit
- Support Accounts Receivable process
- Ad-hoc reporting and other duties as assigned

Required Skills, Experience and Qualifications:

- Solid non-profit accounting experience of federal grant accounting and procurement rules and regulations required.
- BS/BA Degree in Accounting/Finance or equivalent.
- Experience with U.S. General Accounting Principles (GAAP), accounts payable, accounts receivable, and third party payroll processing preferred, but not required.
- Intermediate to Advanced Microsoft Excel skills
- Experience with Non Profit accounting software required. QuickBooks or Serenic Navigator/Microsoft Dynamics NAV, preferred, not required
- Strong and effective communications and inter-personal skills
- Energetic, self-starter, with strong work ethic and attention to detail
- Proactive ability to prioritize competing demands while working both as a member of a small team and independently
- Committed to the mission of Forest Trends

Other posting data

Location: Washington, DC

Employment LOE: Full-Time

Industry: Not for Profit - Charitable

Manages Others: No

Job Type: Accounts Payable/ General Accounting

Education: 4-Year BS/BA Degree US based Accounting Degree required

Experience: At least 0-3 year(s) and Not-for-profit accounting experience preferred

Travel: None

Benefits

FT offers a generous package of benefits including 401K, subsidized healthcare and professional development.

To apply please send us your CV and cover letter cv@forest-trends.org. Please indicate "Junior Accountant" on the subject line of your email.