

## 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 as needed
- Review and process staff Timesheets and learn how to export payroll journal to accounting software
- Review and post vouchers and expense reports
- Assist with various month-end close tasks
- 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
- Learn policies and manuals and assure staff compliance during voucher reviews

### Required Skills, Experience and Qualifications:

- BS/BA Degree in Accounting/Finance/business or equivalent.
- Intermediate to Advanced Microsoft Excel skills
- Experience with Non Profit accounting software preferred but 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

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/finance or other business Degree preferred

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](mailto:cv@forest-trends.org). Please indicate "Junior Accountant" on the subject line of your email.