FOREST TRENDS

Job Posting

Title:        Accountant
Reports to:   Controller
Location:     Forest Trends Washington D.C. Office-with an option of remote work as well

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 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 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:

• Process Accounts Payable functions as needed
• Review and process staff Timesheets and produce JE
• Process payroll and payroll journals as needed
• Assist with audits and 990 as needed
• Review and post vouchers and expense reports
• Review and post all credit card transactions
• Process 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
• Record received payments and donations
• Enter and review vendors and vendor balances
• Assist with 1099s and W8 and W9 collection
• Maintain consulting/contracts tracker
• Learn policies and manuals and assure staff compliance during voucher reviews
• Ad-hoc reporting and other duties as assigned

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: some Not-for-profit experience preferred but not required
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 “Accountant” on the subject line of your email.