

Ethiopian Community Development Council, Inc.
901 S. Highland Street, Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position Title: Staff Accountant
Department: Finance Department
Division: General Administration
Reports to: Director of Finance
Status: Full-Time/Exempt
Location: Arlington, Virginia

The Staff Accountant will work in developing, implementing, and providing ongoing financial oversight to the finance department and ensure the appropriate use and accurate reporting of all financial transactions on grants and contracts.

KEY RESPONSIBILITIES

- Review approved budgets and reimbursement requests from sub-recipients, confirm that complete supporting documentation accompanies reimbursement requests, and ensure sub-recipients comply with federal grant financial management policies and procedures related to sub-grants. Review general ledger transactions to confirm that they reconcile with periodic grant expenditure reports. Determine correct account distribution and ensure all supporting documentation is accurate in accordance with federal awards.
- Set up approved budgets in MIP accounting software and monitor budget activity for grants. Provide field office staff guidance and support with maintaining budget vs. actual expenditure analysis on MIP accounting software to ensure compliance with all financial reporting.
- Responsible for processing Automated Clearing House (ACH) payments for all sub-recipients. Performs all functions related to payment and receipts of ACH transactions, including receiving and uploading files processing payment to sub-recipients, and recording all ACH transactions in the MIP accounting software. Keep accurate records of payments and receipts. Reconcile monthly transactions with bank statements and any discrepancies which need to be journalized and reported to the Director of Finance.
- Perform monthly indirect cost and benefit Allocation in the MIP accounting software based on the approved rate with DHHS and the approved grant agreement rate. Reconcile monthly any discrepancy of calculation on allocation rate with field offices finance team and director of Finance and develop appropriate Journal entries.
- Review ECDC's Field offices' monthly grant financial reports, and grant billings, reconcile grant invoices and appropriate general ledger accounts, and monitor receivables.
- Maintain and reconcile ECDC Account Receivables. Prepare monthly analysis of account receivables. Monitor the spending down of contracts and agreements. Follow up on over-due outstanding accounts receivable invoices.
- Ensure maintenance of effective internal controls to assure the safeguarding of assets and the reliability of financial statements.
- Support proper preparation for annual financial audit in coordination with the Director of Finance and outside auditors.

- Maintain an appropriate filing system for grant documentation in coordination with other staff
- Perform all other duties as assigned by the Director of Finance.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance, or equivalent work experience in grants financial management.
- Coursework in cost accounting, fund accounting, and or governmental accounting.
- Keen understanding of Generally Accepted Accounting Principles (US GAAP).
- Knowledge of accounting procedures, financial management, and analysis.
- Working knowledge of cost principles and allowable costs as promulgated in The Uniform Guidance (2 CFR part 200) as published by the Office of Management and Budget (OMB).
- Ability to work with minimal direction to initiate activities and identify organizational needs related to responsibilities.
- Ability to research, interpret and apply related Code of Federal Regulations (CFR) applicable to grants and cooperative agreements administered by ECDC.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior analytical skills, attention to detail, and a strong work ethic.
- Ability to maintain the confidentiality of financial and other sensitive information.
- Capacity to work under pressure, prioritize multiple tasks, and meet inflexible deadlines.
- Proficiency in computer software particularly Abila MIP fund accounting, Microsoft Outlook, Excel, Access, Word, and accounting software packages.

SALARY

ECDC provides a competitive annual salary for this position commensurate with experience and ranges between \$60,000-\$75,000.

ECDC BENEFITS PACKAGE

- Medical, dental, and vision insurance available on the first day of employment. ECDC contributes 80% of the premium.
- Life insurance that pays two years' salary for full-time employees at no cost to employees.
- Short- and long-term disability insurance; including workmen's compensation at no cost to employees.
- Generous 403b retirement plan after a new employee completes one year on the job. ECDC contributes up to 10% of the employee's annual salary for all qualified employees.
- 12 federal holidays plus 2 half-day holidays for Christmas and New Year's Eve.
- 15 Vacation days per year (first 5 years).
- 10 Sick days per year.

To Apply: Please submit (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) and (4) salary requirement to Human Resources, Ethiopian Community Development Council, Inc. via Email at hr@ecdCUS.org

ECDC is an Equal Opportunity Employer