

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

**JOB ANNOUNCEMENT**

**Position Title:** Staff Accountant  
**Department:** Finance  
**Reports to:** Senior Finance Officer  
**Duration of Employment:** September 1,2021-March 31,2022, with possible extension  
**Status:** Full Time  
**Location:** Arlington, Virginia

**ABOUT ECDC AND THE APA PROGRAM**

ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 59,000 refugees from countries around the world via its affiliates and branch offices.

The Afghan Placement and Assistance (APA) program support individuals from Afghanistan granted parole, by providing them initial relocation support services in the United States. The program is funded through the Department of State, Bureau of Population, Refugees, and Migration (PRM) with subcontract awards to national resettlement agencies such as ECDC. The objective for ECDC's APA program is to provide sound and timely oversight of the program across its affiliate network that implement direct service provisions to the Afghan arrivals including assistance with accessing services as well as adjustment of status during the period September 1, 2021 through March 31, 2022.

**JOB SUMMARY**

The staff accountant supports ECDC's Finance Department by handling accounts payable, payroll processing, affiliate payments and reimbursements for the APA program. Staff assists with producing financial reports and monitoring; reconciling program expenditures with approved budgets, OMB Uniform Guidance on allowable costs and other related program regulations.

**KEY RESPONSIBILITIES**

- Supports the Finance Department by maintaining effective internal controls and manages appropriate departmental records in accordance with applicable regulations, policies and procedures of the organization. Implements and maintains systems, procedures and policies pertaining to the accounts payable, budget, payroll functions to ensure adherence to company guidelines and GAAP.
- Manages and processes unposted API and Checks. Reviews fund requests prior to processing any disbursements to confirm that proper accounting coding is assigned, verifies invoice documentation to confirm that the related goods and or services were provided, determines program allowable cost, determine that adequate budget funds are available, and confirms that fund requests are approved by authorized managers and that all necessary supporting documents are attached to the fund request.
- Examines and analyze all APA program reimbursement requests submitted to finance department from the grant manager. Prepares reimbursement checks. Process and finalizes monthly Budget

vs Expenditure variance reports to monitor compliance of all program operations with approved budget.

- Reviews all time sheets for completeness and confirm that time sheets are signed by the employee, the authorized supervisors/managers and reflects the appropriate time and effort allocation; compares PTO on time sheets with PTO control sheet provided by HR Submits timesheet data to ADP for payroll processing and submit reviewed payroll data to senior finance officer for initiating of payroll disbursements. Records payroll transactions in the MIP Fund accounting system.
- Reviews requests for replenishment checks to branch offices, analyze supporting documentation for compliance with organizational policies and related cost principles. Submits reviewed reports and fund requests for disbursement.

#### Financial Reporting

- Generates periodic financial and grant reports.
- Process API reversals following compilation of supporting data.
- Research and document voided checks and related replacements.

#### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in accounting or finance.
- Experience in fund accounting.
- Excellent computer skills (Microsoft office suite, including MS Word and Excel).
- Proficiency and/or knowledge of MIP accounting software.
- Accuracy and attention to detail in work.
- Ability to plan workload to meet deadlines, occasionally under limited time constraints.
- Ability to respond to financial and accounting questions by researching and interpreting data.
- Excellent interpersonal and communications skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all staff levels at ECDC and affiliates.
- Ability to maintain confidentiality of clients Personally Identifiable Information.

**BENEFITS.** ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays, vacations and sick days as well as a generous retirement plan.

**TO APPLY.** Submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to [hr@ecdcus.org](mailto:hr@ecdcus.org) No telephone inquiries, please.

**ECDC IS AN EQUAL OPPORTUNITY EMPLOYER**