



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Accountant	<b>DEPARTMENT:</b>	Business Operations
<b>REPORTING MGR:</b>	Business Operations Director	<b>COST CENTER:</b>	
<b>LOCATION:</b>	MN – home office	<b>DATE:</b>	03/17/2021

### **Global Volunteers**

Global Volunteers is an international human and economic development organization working in 14 countries on five continents, including the US. At the invitation and under the direction of local leaders, we engage volunteers in practical short-term community-based service programs. Our goal is to create, nurture and sustain the well-being of the world's children and their community, that they might realize the full promise of their human potential.

### **Position Function/Purpose:**

Utilizing generally acceptable accounting principles, the Accountant is responsible for recording and managing the company's financial records, prepares financial reports, and assists in the preparation of quarterly Board of Directors financial reports, yearend audit, annual corporate budget, and other responsibilities as assigned. This position reports to the Director of Business Operations to ensure the financial accuracy and integrity of the company's financials.

Initially, this position will also manage office functions and HR duties which will require approximately 40% time. Within 6 to 12 months of hire date, we anticipate business operations to be back to normal, and this position will become full-time accounting.

Compensation commensurate with education and experience.

### **Specific Functions and Tasks Include:**

#### A. Accounting

- Manage and record credit cards and checks for service program contributions and donations
- Manage bank accounts
- Process all A/R
- Process change forms
- Maintain accurate volunteer financial records
- Process all accounts payable transactions
- Process semimonthly payroll through payroll vendor
- Manage month end processes
- Reconcile monthly bank statements
- Reconcile monthly credit card statement
- Produce financial documents from accounting software
- Track financial progress of fundraising volunteers
- Assist with annual audit preparation (performed by an independent auditing firm)
- Assist with annual corporate budget preparation
- Special projects as they arise

### **Skills and Working Knowledge**

- Microsoft Office: Word, Excel, Outlook
- Experience with accounting software; Salesforce and Accounting Seed experience is helpful
- Strong organizational skills
- High level of attention to detail
- A minimum of two years of business, government, or non-profit accounting experience
- Commitment to Global Volunteers' mission and philosophy of service

### **TO APPLY**

Please send a cover letter and resume to [joie@globalvolunteers.org](mailto:joie@globalvolunteers.org)

The subject line should read: Accountant Position

The cover letter should address each of the following in individually numbered paragraphs:

1. Your motivation to help facilitate community development with a focus on children;
2. A detailed description of your accounting and administrative experience;
3. Your international travel experience;
4. Why you want to work for Global Volunteers.