Finance Associate, Washington, DC

International Center for Not-for-Profit Law

ICNL is seeking a **Finance Associate** to support ICNL’s finance team in the financial management of our programs. [ICNL](https://www.icnl.org/) works to advance civil society, philanthropy, and human rights in over 100 countries. This position is a great opportunity to work with an international organization. The role involves working with a Senior Program Financial Analyst and program staff on financial reporting and budgeting. The position is full-time and based in our Washington, DC office. The Finance Associate reports to ICNL’s Finance Director.

## Responsibilities

Illustrative responsibilities include:

* Working closely with the Senior Program Financial Analyst in preparing cost proposal budgets.
* Assisting the Senior Program Financial Analyst with preparation of monthly budget vs. actual reports, forecasting reports, and reconciliation of program ledgers.
* Working with program teams to review actual vs. forecast spending analyses, maintain monthly spending projections, and monitor grant obligations and balances.
* Preparing financial reports and cash requests to funders, including draws on letters of credit.
* Assisting with the review of draft funding agreements and maintaining grant and contract files in compliance with organizational and funder policies.
* Assisting the Senior Program Financial Analyst in the preparation of ICNL’s annual budget.
* Assisting with other Finance Office duties, such as the annual audit, and other duties as assigned by the Finance Director.

## Qualifications

* Bachelor’s degree in accounting, financial management, or a related field.
* Minimum of 1-2 years of professional experience in nonprofit accounting or finance field.
* Proficiency in Microsoft Word and Excel.
* Ability to create, update, and maintain financial reports in Excel.
* Experience with budgeting and accounting software preferred (Adaptive/Workday, Abila MIP).
* Superior administrative and organizational skills and attention to detail.
* Ability to manage multiple simultaneous projects and meet deadlines.
* Flexible, energetic, and proactive.
* Excellent English writing and communication skills.
* Experience working in multinational teams and on complex projects preferred.
* Familiarity with US Government grant rules and regulations is a plus.
* Legal authorization to work in the United States.

Applications will be considered on a rolling basis until December 6, 2021. Please send a cover letter and a CV to jobs@icnl.org. The subject line should state “Finance Associate.” Only finalists will be contacted. No phone calls or emails to ICNL staff, please. ICNL is an equal opportunity employer.