



JUNIOR ACCOUNTANT JOB DESCRIPTION

Hours: Full- time
Location: Washington DMV area - On site
Salary: Commensurate with required qualifications

WI-HER, LLC

WI-HER, LLC is an international consulting firm that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for women and men, girls and boys. We employ an integrated, multisectoral approach that links health with education, rule of law, and energy to improve health outcomes and achieve sustained development. WIHER, LLC is a woman-owned small business based in Vienna, Virginia.

Primary Purpose

This is an entry level position and a unique opportunity for an individual with knowledge of general financial accounting and general ledger maintenance. The candidate will support the Manager, Finance and Accounting and the Director, Finance and Administration by ensuring the company's bookkeeping, accounting, and finance functions run seamlessly.

The candidate should have graduated within the last 5 years.

Roles and Responsibilities

This role includes but is not limited to the following responsibilities:

1. Maintains the company's bookkeeping and ensures proper and accurate recording of all financial transactions in the accounting system;
2. Ensures all financial reports, invoices, and other financial documents and transactions are prepared accurately, timely, and consistent with WI-HER guidelines;
3. Monitors the monthly accounts payable and receivable transactions;
4. Assists with month end and year end closing tasks, prepares general journal entries, processes accounts payable, accounts receivable, categorizes bank transactions and completes bank reconciliations, and revenue recognitions for all projects;
5. Assists with the accounting of the payroll services and operations vendors;
6. Performing any other duties that may be assigned from time to time by the Supervisor or designate



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Qualifications/Requirements:

- Accounting or Finance degree required.
- 1-3 years of bookkeeping or relevant accounting experience.
- QuickBooks, QuickBooks Online & Microsoft Office Word and Excel experience preferred.
- Good analytical, organization, and high attention to detail and problem-solving skills.
- Ability to clearly communicate via email, text in a timely, professional fashion.
- 40 hours/week, Monday–Friday.
- Ability to multitask, work efficiently and effectively in a dynamic, fast-paced environment, with superior organizational skills and attention to detail
- Ability to work collegially within a high-performing team
- Dedication and commitment to diversity, equity and inclusion

If interested, please submit your CV and a writing sample to apply@wi-her.org and snandudu@wi-her.org by September 2, 2022 (or until filled). Applications will be reviewed and interviews scheduled on a rolling basis, so we encourage interested applicants to apply as soon as possible.

WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.