



ASSOCIATE, ACCOUNTING JOB DESCRIPTION

Hours: Full-time
Location: Remote
Salary: \$50,000 to \$68,000 commensurate with education and experience.

OUR COMPANY:

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 agriculture to improve health outcomes and achieve sustained development. WI-HER LLC is a woman-owned small business based in the Washington, DC area.

PRIMARY RESPONSIBILITIES:

The Accounting Associate will support the finance and accounting team at WI-HER by ensuring the company's accounting, bookkeeping, and finance functions run seamlessly and will report to the Director, Finance and Administration. This role includes but is not limited to the following responsibilities:

- Ensures all financial reports, invoices, and other financial documents and transactions are prepared accurately, timely, and consistent with WI-HER guidelines;
- Handles the company's bookkeeping and ensures proper and accurate recording of all financial transactions in the accounting system;
- Monitors the monthly accounts payable and receivable transactions;
- 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; and
- Assists with the accounting of the payroll services and operations vendors.

QUALIFICATIONS

In order for this role to operate effectively, the following requirements must be met:

- Bachelor's degree in Accounting or Finance.
- One to three years of bookkeeping and accounting experience.
- Working knowledge of accounting software, preferably QuickBooks.
- Experience with MS Office, especially with Excel.
- Excellent communication and interpersonal skills.
- Excellent analytical and organizational skills.

NEXT STEPS

For immediate consideration, please forward your resume and cover letter to [this link](#) . 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.